



Federal Office
for Migration
and Refugees



ANERKENNUNG
IN DEUTSCHLAND

Recognition of Foreign Professional Qualifications

ENGLISCH

Das BAMF

Why should I have my foreign professional qualification recognised?

In the recognition procedure, your professional qualification acquired abroad is compared with the prerequisites and specific requirements of this profession in Germany. This is particularly important for you if you intend to work in a regulated profession in Germany.

Regulated Professions:

These are professions that you are not permitted to pursue without a state licensing procedure and recognition of your professional qualifications.

Regulated professions in Germany include those in the **health and education sector**, for example doctors, nurses and childcare occupations. Special regulations also apply to many trades if you are aiming to pursue self-employment, for example the baking and hairdressing trade.

Non-regulated professions:

These are professions not requiring formal recognition of your qualifications, such as office management assistants. You can apply for these jobs on the employment market without recognition of your qualifications. However, it can still be useful to have your qualifications checked so that employers can better assess your qualifications. Recognition may also be required under residence law.

Important: Your nationality is not a determining factor for the outcome of the procedure. You also do not need a residence permit. The application can be submitted from abroad. You only need a professional qualification acquired abroad and proof that you intend to work in Germany.

How does the procedure work?

The qualification you acquired abroad will be compared with the German professional qualification. To apply, you must contact the office responsible for your occupational group at your future place of residence and work.

Visit www.anerkennung-in-deutschland.de/finder for information on the offices responsible for individual professions or call the 'Hotline Working and Living in Germany' (+49 (0)30 1815-1111).

Your first step will be to decide which specific German profession you wish to have your qualification compared with. The responsible office will be happy to help you.

Once you have submitted your documents, it will be checked to see whether there are significant differences between your professional qualification acquired abroad and the German reference profession. If there are any differences, these may be compensated for by other evidence or by professional experience. If your documents are not sufficient for the assessment of your professional qualification, an external examination can always be taken, depending on the profession. As a rule, the external examination is based on the final examination in the corresponding German reference profession. If the completed professional qualification cannot be proven due to a lack of diplomas, a qualification analysis in the form of work samples and professional interviews can be taken into consideration.



How long does the procedure take?

The procedure usually takes three to four months if all the documents are complete.

How much does the procedure cost?

The fees are set by the respective responsible office, so please find out about the expected costs before applying. Part of the costs may be covered in some circumstances. You can obtain initial information about this from the above offices, online or by telephone.





Which documents do I need?

- Proof that you intend to work in Germany (does not apply to persons residing in the European Union, another signatory state to the European Economic Area, Switzerland or citizens of these countries). Examples of proof include a job offer or employment contract. Alternatively, a location note from the Central Service Center for Professional Recognition (ZSBA) can be submitted.
- Application (You will receive the forms from the responsible office; these are often available on their website.)
- A tabular overview of training and previous employment (in German)
- Proof of identity (identification card or passport)
- Proof of professional qualification attained abroad in the form of graduation certificates
- Proof of relevant professional experience and continuing training in the form of references and certificates
- Declaration that no previous application has been made

You may need additional documents for regulated professions. Please enquire in advance at the responsible office for the recognition which professions these are.

Important: As a rule, the documents must be translated into German and submitted as a copy or sent electronically. Find out beforehand whether you will need to have them translated by a certified translator.

Where can I get information?

Information about whether your profession is regulated in Germany and which office you must contact to check your qualifications is available online.

Visit www.anererkennung-in-deutschland.de/finder to access this information and find an advisory centre near you.

You can obtain initial information by calling the “Hotline Working and Living in Germany” on: +49 (0)30 1815-1111. The staff of the hotline also provide advice on job search, work and career, entry and residence and language acquisition.

Hotline
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