

Please send your application to the following address:

Ministerium für Bildung und Kultur
Trierer Straße 33
66111 Saarbrücken

Ministerium für
Bildung und Kultur

SAARLAND



Application for evaluation of foreign school certificate

Mrs Mr

First name: _____ Last name: _____

Date of birth: _____ Place of birth: _____

Address: _____

Telephone number: _____

 **Mandatory:**

Email (in capital letters):

Application for recognition of my foreign certificate / qualification acquired in
_____ (country) as equal to a general school graduation certificate in
Saarland

I require this recognition for:

Education, training or retraining in the following field:

Seeking employment

Other (please specify reason):

The documents required for the processing of my application have been enclosed:

- ➔ Curriculum Vitae (resume) with **specific information** regarding periods of schooling, studies, and professional development;
- ➔ **Officially certified copy*)** of the certificate or qualification to be evaluated, including the relevant overview of grades and subjects in the original language. (Certificates issued in the French or English language need not be translated into German);
- ➔ **Officially certified copy** of the German translation*) of the certificate and the overview of grades and subjects; and

*) NB: certification is only accepted from notaries and state authorities who are authorized to use a seal.

Translation in writing of official documents into the German language for official purposes can only be issued by translators who are officially authorized by a German court. A list of publically appointed and sworn-in interpreters and translators is available online at www.justiz-dolmetscher.de.

→ **Officially certified copies of the following personal documents:**

- ID / Passport with residence permit;
- For applicants without German nationality: Certificate of registration with the responsible German registration office;
- If applicable: identifying documentation as a displaced person; (Bundesvertriebenenausweis) or certification according to the federal law on displaced persons (Bundesvertriebengesetz / Spätaussiedler); and
- If applicable: certification of a change of name (e.g. marriage certificate).

**I understand that, in the case of incomplete documentation, processing is not possible.
I confirm that the information I have provided is correct.**

_____ (date, signature / in the case of minors, by parents or legal guardians)

Confirmation: *(tick the relevant box)*

- I have not previously applied to have my foreign educational certificate recognized, either in the Saarland or in any other federal state in Germany.
- I have already applied to have my foreign educational certificate recognised by:

Name of the responsible authority, German federal state, reference number

If you have already received recognition in another federal state, please include an officially certified copy of the written confirmation with this application.

Declaration:

I consent to my personal information being sent to the Central Office for Foreign Education in Bonn, and for it to be used for inquiries in my country of origin regarding the qualification I acquired there.

I am aware that the recognition process is subject to fees.

(place, date)

(signature)

If the applicant is a minor:

(place, date)

(signature)

(First and last name in capital letters)

- Parents legal guardians *(tick the relevant box)*

N.B.

Please do not submit your application until you have all of the necessary documentation. Processing may take several weeks. Inquiries regarding the status of the application, via email or telephone, prevent swift processing.