

Information sheet

on the recognition of foreign school qualifications

If you have your primary residence in the Saarland, you may apply to have your foreign educational qualifications recognized as equivalent to a German school leaving certificate.

Documents which must be submitted

The following documents must be submitted with the application for the recognition of foreign school qualifications:

- An officially certified copy of the original foreign school certificate which is to be evaluated, including an overview of the subjects and grades (in some cases, we may require the original document at a later date);
- An officially certified copy of the translation of the original foreign certificate. Generally, no translation is required for certificates in the English or French language, however we reserve the right to ask for translations in these languages, as well;
- Officially certified copies of the following 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).
- A resume (curriculum vitae) in tabular format with precise information regarding the dates and content of educational and professional development, including any periods of study or academic entrance exams; and
- A declaration that no decision has been taken regarding the evaluation of the educational certificate, either in the Saarland or in any other German federal state, as well as a declaration of consent regarding use of data.

Officially certified copies will only be accepted if made by state authorities with official seals (e.g. local governments) or by notaries based in Germany.

Translations will only be accepted if:

- They were issued by a translator who is authorized to translate for courts and notaries in the languages used in the document (a list of publically appointed and sworn-in interpreters and translators can be found online at www.justiz-dolmetscher.de); and
- They were created on the basis of the original foreign certificate.

Please do not submit your application before you are able to provide all the necessary documentation.

Applications with incomplete documentation cannot be processed.

Incomplete applications will be kept for at most six months.