

Application

for foreign professional qualifications equivalence
 according to German Professional Qualifications Assessment Act (BQFG)

- Please find a list of documents to be enclosed on page 6 of this application form.
- The procedure is subject to cost. See the [IHK FOSA schedule of fees](#)¹

1. Personal details

Surname:

Surname at birth:

Given name:

Citizenship:

Gender: male female multi-gender undisclosed

Date of birth:

Place of birth:

Country of birth:

Current address:

Street, house number:

c/o

Postal code, city:

Country:

 Email:

 Phone:

2. Details of the authorized person (You can be represented in the procedure by an authorized person. Please enclose a signed power of attorney - form at www.ihk-fosa.de)

Title: Mr. Ms.

Surname:

Given name:

Company/Institution:

Street, house number:

Postal code, city:

Country:

 Email:

 Phone:

5. Relevant professional experience information

	Job Title	Activities carried out	Working time in hours per week	Start (DD/MM/YYYY) and end (DD/MM/YYYY) of the activity	Proof of activity (e.g. job reference letter, employee's record book)	Employer including address, phone number, email address
1						
2						
3						
4						
5						
6						
7						

6. Other certificates of competence information (e.g. courses, retraining, further professional training, university studies)

	Type of qualification	Start (DD/MM/YYYY) and end (DD/MM/YYYY) of the activity	Duration in hours	Name of issuing institution including address, phone, email	Name of training institution including address, phone, email
1					
2					
3					
4					
5					
6					
7					

7. Declaration of intention to work in Germany (non-EU/EEA)

I hereby declare that I intend to work in Germany according to my professional qualification.

Yes

No

8. Other application

An application for recognition has already been filed/a decision has been received (e.g. according to BQFG or Federal Expellees Act).

Yes

No

If yes: enclose application/decision

9. Data protection – Declaration of consent²

a) Informationen on data storage:

IHK FOSA as one of the competent bodies to Sec. 8 BQFG, has the statutory task to conduct the recognition of equivalence of training certificates acquired abroad and any related further professional qualifications with corresponding german professions. For the fulfilment of this task, personal data are stored and transferred to other competent bodies within the scope of legal regulations.

b) Consent to the transfer of data³:

Eventually a need for consultation on advanced training possibilities or adjustment qualification may arise after having received an official notification about full or partial equivalence. Consent to the use of the data for reserach purpose is given, as well as to the transfer of the application data and of the results of the procedure to the competent Chamber of Industry and Commerce for the purpose of consulting and assistance.

Yes

No

Place, date, signature of applicant

10. Final declaration and signature

The decision on the application legally requires this information and cooperation.

Submitted documents are intended for use in the procedure and will not be returned.

Please do not send us any original documents without request (except for the application form). We do not accept any liability for these.

I assure that the information given is correct and complete.

Upon submission of the application I undertake to pay the incurred fee.¹

Place, date, signature of applicant

Please enclose the following documents:

- | | |
|---|--------------------------|
| 1. Completely filled in and signed application form | <input type="checkbox"/> |
| 2. Colour copy: Foreign professional training graduation certificate including list of subjects <ul style="list-style-type: none">• in the language of the country of origin and <ul style="list-style-type: none">• German translation by a public appointed or sworn interpreter or translator | <input type="checkbox"/> |
| 3. Colour copies: Certificates of relevant professional experience (e.g. job reference letter, employee's record book, insurance records of employment history) <ul style="list-style-type: none">• in the language of the country of origin and <ul style="list-style-type: none">• German translation by a public appointed or sworn interpreter or translator | <input type="checkbox"/> |
| 4. Colour copies: Other records of qualification (e.g. courses, retraining, further professional training) <ul style="list-style-type: none">• in the language of the country of origin and <ul style="list-style-type: none">• German translation by a public appointed or sworn interpreter or translator | <input type="checkbox"/> |
| 5. Colour copy: Proof of identity (e.g. national identity card, passport, name change) | <input type="checkbox"/> |
| 6. Curriculum Vitae | <input type="checkbox"/> |
| 7. Declaration of intention to work in Germany | <input type="checkbox"/> |
| 8. Copy: Description of contents of the professional training (syllabus(curriculum)) | <input type="checkbox"/> |

Please do not send us the application until the documents are complete.

Notes:

- A directory of public appointed or sworn interpreters or translators can be found under www.justiz-dolmetscher.de. In individual cases, translations may be waived, e.g. if employees of IHK FOSA master the relevant language themselves. No translation is required in case the documents according to points 2 to 4 and 8 were issued in English by the competent institution.
- Descriptions of contents of the professional training: Documents defining the standards of the professional training and specifying the imparted knowledge and skills in a factual and temporal structure. The document must be issued by an institution responsible for professional training.
- Additional documents not listed here may be requested subsequently by IHK FOSA in the specific case during the course of the recognition procedure. This is usually depending on country-specific particularities.

¹ Schedule of fees: <https://www.ihk-fosa.de/fuer-antragstellende/gebuehren-und-foerderung/>

² Data protection information: [Informationspflichten zum Datenschutz](#)

³ Consent to transfer the data: The consent can be refused without negative consequences on the procedure. The consent to the storing and use of data for the purposes of consulting and assistance by local offices and for research purposes can be revoked at any time with effect for the future by notifying IHK FOSA. Upon receipt of the revocation, IHK FOSA will stop using the relevant data and delete them, respectively.

The male grammatical form always includes all persons, regardless of gender.

Status: 29/11/2024