

M 6.6a Evaluation of academic degrees at the *Zentralstelle für ausländisches Bildungswesen*

If you need an evaluation of your university degree, you can apply for a so called *Zeugnisbewertung* at the *Zentralstelle für ausländisches Bildungswesen (ZAB)*. This *Zeugnisbewertung* is no recognition, but it makes your qualification transparent for German employers. It is an official German document. The academic level of your certificate is evaluated in comparison to German academic certificates. The *Zeugnisbewertung* can be helpful for your job applications on the German job market **in non-regulated professions**.

It is necessary, when you need a long-term residence permission in Germany.

For general information refer to the following link:

<http://www.kmk.org/zab/zeugnisbewertungen>

Before the application please note:

- The *Zeugnisbewertung* is liable to pay costs:
 - 200 € for the (first) certification
 - 100 € for each further certification
- You will find a list of the needed documents under the following link or see the box below:
http://www.kmk.org/fileadmin/pdf/ZAB/Zeugnisbewertungen/Antrag_Zeugnisbewertung_Anlage1.pdf
- Please check before sending whether your documents have to be translated! Further advice you will find on the internet page above. When your original documents are in English, French or Spanish, you do not need translations!

The steps for your application:

1. Open the first form sheet under <http://www.anabin.de/lissabon/>
2. Fill out this sheet (put in your email address) and click the button „Antrag erzeugen“. After that the complete application form will be sent as a pdf-document to your email address. In that email you will also find a link to all needed documents and the instructions, how to fill out the application form.
3. Save the application form on your computer.
4. Fill out the application form and send it back to the ZAB with the button „Antragsdaten senden“ on the last page.
5. Print the whole application form and sign it.
6. Post the printed version together with all demanded documents to the address, which is written on the cover sheet of the application form.
7. You will get an information (a so called „Posteingangsbestätigung“) by email, when your mail arrives at the ZAB.
8. After 4–5 weeks the ZAB will check if your application is complete.
9. In case some documents are missing, the ZAB informs you by email about additional demands.

10. When all documents are complete, the ZAB informs you about the waiting time until you will get the certification and about the costs.

If there are any questions or technical problems please contact the ZAB at zabservice@kmk.org.

You can reach the ZAB by phone on:

Monday, Wednesday and Thursday from 10 am to 12 am

Phone number: **0228 501 664**.

Post address:

Zentralstelle für ausländisches Bildungswesen (ZAB)

Postfach 2240

53012 Bonn

Documents you need to send with the application form:

Certified copies of:

- the certificate of your university degree with an overview of the subjects and marks over the whole studies
- the diploma supplement (if existing)

Simple copies of:

- the certificates you listed in the application form under “Angaben zur Vorbildung”: that are all relevant certificates you got before your highest degree > for example your school leaving certificate, bachelor certificate etc.
- your passport
- an official proof of a possible change of your name

If you disagree with the check of authenticity by the ZAB, please declare your reasons.

Informations- und Beratungsstelle Anerkennung Sachsen * Claudia Poldrack * Kathrin Herbst *
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