

### M 5.3a Evaluation of academic degrees at the *Zentralstelle für ausländisches Bildungswesen (ZAB)*

If you need an evaluation of your university degree, you can apply for a so called *Zeugnisbewertung* at the *Zentralstelle für ausländisches Bildungswesen (ZAB)*. The academic level of your certificate is evaluated in comparison to German academic certificates. The *Zeugnisbewertung* is available for **academic degrees in non-regulated professions**.

The *Zeugnisbewertung* is an official German document. It can be helpful for your job applications on the German job market because it makes your qualification transparent for German employers. The *Zeugnisbewertung* is not compulsory.

In some cases you may need a *Zeugnisbewertung* if you want to obtain long-term residence permission in Germany.

**Please note:** This *Zeugnisbewertung* is no recognition related to a specified profession. But it is the only way of getting a verification of academic degrees in non-regulated professions.

For general information refer to the following link: <https://www.kmk.org/zab/central-office-for-foreign-education/statement-of-comparability-for-foreign-higher-education-qualifications.html>

#### Before you apply, please note:

- The *Zeugnisbewertung* is liable to fees:
  - 200 € for one academic degree (usually the highest degree)
  - 100 € for each further academic degree to be evaluated (for example an additional Master in a different subject)
- For a list of the needed documents consult the following website: <https://www.kmk.org/zab/central-office-for-foreign-education/statement-of-comparability-for-foreign-higher-education-qualifications/required-documentation.html>
- You may need German translations and certified copies of some of your documents. Please note:
  - **German translations** have to be done by a “sworn translator”. You can search for sworn translators (for translation of official documents) online at: <http://search.bdue.de>.

If your original documents are in Arabic, English, Spanish, French or Italian, you do not need German translations for the *Zeugnisbewertung*. However, translations are important if you want to apply for jobs in Germany.

- **Certified copies** can be obtained from: German public authorities and offices, notaries and German embassies or consulates. A certified copy is a confirmation, that the original and the copy are identical.
- Please do not send original documents!

#### Here you can find the online application form and the steps to follow:

<https://www.kmk.org/zab/central-office-for-foreign-education/statement-of-comparability-for-foreign-higher-education-qualifications/application-and-fees/application-form.html>

1. Open the link. Read the instructions. Fill in the web form.
2. Send off the completed web form. (Click on “Senden”)

In Kooperation mit:

Das Förderprogramm „Integration durch Qualifizierung (IQ)“ wird durch das Bundesministerium für Arbeit und Soziales und den Europäischen Sozialfonds gefördert

3. IMPORTANT: A new page opens. It contains the link to the completed application form (PDF).
4. Click on the link. Print and **save** the application form (PDF File). Print another copy of the application form for your records.
5. Sign the printed application form.
6. Post the application form together with all required documents to the ZAB. You can find the postal address on the cover page of the application form.  
You will receive a bill (*Gebührenbescheid*) via email.  
Please transfer the fee within the specified period. The ZAB will start to process your application as soon as they have received your payment. The ZAB will send you the evaluation result (*Zeugnisbewertung*) within 3 months' time.
7. If you wish to get several certificates evaluated, please fill in one application form each.

**Do you need the *Zeugnisbewertung* to apply for a “Blue Card”?**

If you would like to apply for a Blue Card:

Please enter “*Blue Card angestrebt*” in the box “*Antragszweck*”.

If you already have an employment contract: Write “*Blue Card beantragt*” in the section “*Antragsziel*” and tick the box “*Arbeitsvertrag liegt vor*”.

Do not forget to enclose a photocopy of your employment contract with your application.

**Your application form will be processed faster with the enclosed employment contract only.**

Once all your documents are complete and you have transferred the money within one week after receiving the bill, the *Zeugnisbewertung* for a “Blue Card” will take 2 weeks.

For more information on the *Zeugnisbewertung* for a „Blue Card“ see:

<https://www.kmk.org/zab/central-office-for-foreign-education/statement-of-comparability-for-foreign-higher-education-qualifications/eu-blue-card.html>

**Contact the ZAB:**

If there are any questions or technical problems please contact the ZAB at [zabservice@kmk.org](mailto:zabservice@kmk.org).

You can reach the ZAB by phone: on Mondays, Tuesdays and Thursdays from 10 am to 12 am

Phone number: **0228 501 664**.

Postal address:

Zentralstelle für ausländisches Bildungswesen (ZAB)  
im Sekretariat der Kultusministerkonferenz  
Graurheindorfer Str. 157  
53117 Bonn

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