Aim of the procedure

You have a foreign professional qualification for a skilled trade?

You are looking for work and would like to make your German employer understand your professional qualifications obtained abroad?

You would like to be self-employed or start a business in a trade requiring licensing and have a foreign qualification?

In all cases, it is important for you to know to what extent your foreign professional qualification is comparable to a German professional qualification.

You are entitled to an assessment of equivalence of the professional qualifications that you obtained abroad with that of a German professional qualification through the law of the German Trades and Crafts Code in combination with the Professional Qualifications Assessment Act. In addition to your training certificates, the professional experience you acquired either in Germany or abroad, as well as any other certificates of qualifications may be taken into consideration.

Recognition of foreign professional qualifications
What do you have to do for an Assessment of Equivalence?

1. Make a consultation appointment
We recommend you make an appointment with us, so we can help accelerate the completion of the procedure. The consultation will be held in German.

Contact
Phone: 089 5119-264, -353
Fax: 089 5119-392
E-Mail: berufsanerkennung@hwk-muenchen.de

2. Consultation at the Chamber of Trades and Crafts
Please bring the following documents in German (translated) to the appointment:
- ID or passport
- Training certificates (final examination documents/vocational school certificates/transcripts) from your country of origin
- Proof of your relevant professional experience (for example employment certificates, workbooks) or further education
- Proof of content and duration of training received
- A list of your professional experience, work experience and further education, curriculum vitae in table form, in German

Please note that the translations must be submitted by a certified and sworn translator.

3. Submit the assessment of equivalence application
You may file the assessment of equivalence application following the consultation. For this, we have provided an application form:
www.hwk-muenchen.de/anerkennung

What is the procedure for the Assessment of Equivalence?

- We check whether there are any significant differences between your professional qualifications and German professional qualifications.
- If you are unable to provide us with sufficient information or cannot give us any proof required for the review, it may be possible that a qualification analysis of your professional competences will have to be conducted, for example a professional discussion or sample work.

What do you receive at the end of the procedure?

- You will receive an official notice of equivalence if no significant differences were established. Through this notice of equivalence, you will receive the same rights as someone who has taken the German examinations. A German examination certificate, however, will not be issued.
- If significant differences were established, you will receive an official notice stating partial equivalence. We will also outline your professional qualifications and describe the significant differences between your qualifications and the German qualifications. This document may also be used when applying for a job in Germany. We can assist you on how to compensate for these significant differences.
- You have the option of taking part in one of the compensatory measures (qualification exam or adaptation course of studies) outlined by us, in order to achieve equivalence.

Information on the procedure

How long does the procedure take?
- We will begin with the assessment of equivalence immediately, once your documents are complete.
- This procedure should, as a rule, take no longer than 3 months. In exceptional cases, the time limit may be extended.

What does the procedure cost?
- This procedure is subject to fees. The fees are set in the regulations of the Chamber of Trades and Crafts and range from Euro 100,00 to Euro 600,00 not including any costs for additional qualification analyses.
- The extent of the fees depends on the complexity of each individual case. You must bear the costs, unless they will be taken over by third parties.

Where can I obtain more information?
Further information can be found at the following website:
www.anerkennung-in-deutschland.de

There you can find an overview of the German qualifications and the competent Chamber for your qualification in the district where you work or plan to work in the future.