

Checklist ZAB

ID: 190921

We need for the recognition of your university degree the following documents:

Please hand in officially certified photocopy:

- The diploma of the higher education qualification to be assessed in German language
- The overview of subjects and grades over the entire course of studies
- A German translation of your documents

Please in a simple photocopy and not translated:

- The school leaving certificate giving you access to higher education
- The original diplomas with subjects and grades of possibly previous studies (e.g. example in postgraduate studies)
- Your identity document (passport or identity card)
- The official proof of a possible change of name (if not shown on the identity document)

Please do not submit original documents!

- Your submitted documents will be returned with the certificate evaluation
- For unsolicited submitted original documents, we assume no liability.
- On application folders and transparent covers you should refrain for ecological reasons!

NOTE: You must have the language level B 2 to travel to Germany!

All documents must be enclosed in translated (German), certified copy. If all documents are complete, the professional recognition takes about 6 - 8 months.

GfIB GmbH
Potsdamer Platz 1
10785 Berlin

Tel.: 030 577006940
Fax: 030 577006949

mail@GfIB.eu
www.GfIB.eu

Geschäftsführer:

Stefan Pohl

USt-IdNr. DE279154752
St.-Nr. 206/5942/0799

Handelsregister Charlottenburg
HRB 12844

IBAN: DE53 1007 0024 0803 8374 00
BIC: DEUTDE33HAN

Deutsche Bank Privat- und
Geschäftskunden AG

To be assessed university qualification

Please enter the details as they appear on the original document

Qualification title:

Country in which the degree was earned:

Course of studies:

Specialization:

Job Title:

Name of the educational institution:

Place of the educational institution:

Period from:

Period to:

Date of completion:

Issuing date of the certificate:

Number of the certificate:

Study form:

Full time
learning

Part time

Distance

Regular study duration in years:

Was a thesis done?

Yes No



Your educational background

Secondary education:

State in which the degree was earned:

Date of completion:

First Degree (if different from the qualification to be assessed):

State in which the degree was earned:

Name of the educational institution:

Place of the educational institution:

Period from:

Period to:

Study form:

Full time () Part time () Distance learning ()

Please fill in the sheet properly by hand and scan it again and send it back to team_3.1@gfib.eu