

Application for the Recognition of Equivalence of a Foreign Higher Education Diploma

Ministry of the German-Speaking Community
Departement VET and Organisation of Education
Gospertstraße 1
4700 Eupen
E-mail: unterricht@dgov.be
Website: www.bildungsserver.be



To be completed by the division in charge
Date of receipt:

What is the purpose of this form?

By completing this form, you are applying for an expertise to the National Academic Recognition and Information Centre in the German-speaking Community (NARIC-DG) for the recognition of your higher education diploma obtained abroad. Recognition is the official confirmation of the equivalence of two diplomas. The recognition is granted under the form of a ministerial decree of equivalence. On this basis, the holder of a foreign diploma has the same rights as the holder of the equivalent Belgian diploma.

You can apply for the equivalence of your higher education diploma with one of the following degrees in Belgian higher education:

- *bachelor, awarded by a college of higher education or university,*
- *master, awarded by a college of higher education or university,*
- *doctor, awarded by a university.*

Please submit your application to the Ministry of the German-speaking Community, Department VET and Organisation of Education, Gospertstraße 1, 4700 Eupen, Belgium. The ministerial decree of recognition is issued by the German-speaking Community.

If there is a need of more information or documents, NARIC-DG contacts the Ministry of the German-speaking Community. The collaborators of the Ministry of the German-speaking Community translate the correspondence and the expertise into German and send the originals and the translations immediately to the applicant.

Do you wish to continue your studies at a Belgian university or college of higher education?

If you wish to continue your studies at a Belgian university or college of higher education, you do not need to submit an application for the equivalence of your foreign diploma. Please contact the college of higher education or university directly as they can autonomously accept your enrolment on the basis of your foreign intermediate or end diploma.

If you wish to begin your studies at a Belgian university or college of higher education, please submit your high school diploma to the community where the higher education institution of your choice is situated in.

Choice of procedure

1 Tick off the procedure you choose

Please note! *With regards to courses not provided by Belgian higher education institutions, NARIC-DG cannot start the investigation into full or specific equivalence. In this case, you can only apply for the level equivalence of your foreign diploma.*

NARIC-DG first checks the admissibility of your demand according to the application of a full or specific equivalence or a level equivalence. If a full or specific equivalence or a level equivalence is not possible, NARIC-DG gets in contact with you.

Please note! *Holders of a foreign law diploma can never apply for a full or specific equivalence. For these diplomas, NARIC-DG can only start an investigation into level equivalence (Bachelor, Master, or Doctor).*

You apply for an expertise of

- a **level equivalence** of your foreign higher education diploma to the level of a Belgian degree of bachelor or master respectively to a degree of doctor, without mentioning a specific training.
- a **full or specific equivalence** of your foreign higher education diploma with a corresponding Belgian degree of bachelor or master respectively to a degree of doctor, mentioning a specific training.

Details of the applicant

2 Please enter the details of the diploma holder:

The state register number can be found at the back of the identity card, at the top left.

State register number:

First name: Last name:

Date of birth: (DD.MM.YYYY)

Native country:

Nationality:

Sex: Male Female

Telephone number:

E-mail:

3 Please enter the official address and alternatively the postal address of the diploma holder.

You only need to enter the postal address if it differs from the official address.

Official address

Postal address

Street and number:

Postal code and city:

Country:

Educational details

4 Give a chronological overview of your school career in primary and secondary education.

Primary education:

Number of school years:

Period: (DD.MM.YYYY) from to

Country:

Result: Passed/Final diploma primary education Failed

Secondary education:

Name of the diploma:

Number of school years:

Period: (DD.MM.YYYY) from to

Name of the school:

City of the school:

Country:

Result: Passed/Final diploma secondary education Failed

5 Please enter below the details of the higher education diploma your application for equivalence is submitted for:

Make sure you enter the details as they appear on your diploma.

Should you not have certain details with regard to your diploma of higher education at your disposal, namely the official duration of studies, the official student workload in European Credit Transfer and Accumulation System (ECTS) or the number of credits, please only enter the details that you have at your disposal. Should you have all three details at your disposal, please enter all three of them.

Higher education:

Name of the diploma (original):

Date of issue of the diploma: (DD.MM.YYYY)

Name of the higher educational institution:

City of the higher educational institution:

Country:

Official duration of studies: study years

Student workload: ECTS

Number of credits: credit points

6 Should you want to give any additional information regarding the school career or the diploma, please enter this information below.

.....
.....
.....
.....

7 Did you undertake one or more work placements in the course of your studies?

Yes, go to question 8.

No, go to question 9.

8 Please enter the work placement and the duration of your work placement below.

Work placement:

Duration of the work placement:

| | |
|---------|-------|
| 1 | |
| 2 | |
| 3 | |
| 4 | |
| 5 | |
| 6 | |

9 Did you write a dissertation, e.g. a thesis or a final paper?

Yes. **Give the title of your dissertation:**
.....

No.
If you did not need to hand in a dissertation to complete your studies, please enclose an official confirmation thereof by the certifying higher education institution.

10 Did you obtain any additional diploma?

If you have taken any additional courses in higher education, please list them below.

Yes. **What other diploma do you hold?**
.....
.....

No.

Professional experience

11 Do you have any relevant professional experience?

Relevant professional experience is professional experience completing your training and relating to your higher education. This professional experience may compensate for any shortcomings in your training.

Yes. Go to question 12.

No. Go to question 13.

12 Please enter the employer and the duration of your professional experience below.

| <u>Employer</u> | <u>Duration of the professional experience</u> |
|-----------------|--|
| 1 | |
| 2 | |
| 3 | |
| 4 | |
| 5 | |
| 6 | |

Purpose of the application

13 What is the purpose of your application?

You may tick more than one box.

To follow a training programme
Please note! *If you wish to continue your studies at a Belgian university or college of higher education, you do not need to submit an application for the equivalence of your foreign diploma. Please contact the college of higher education or university directly as they can autonomously accept your enrolment on the basis of your foreign intermediate or end diploma.
If you wish to begin your studies at a Belgian university or college of higher education, please submit your high school diploma to the community where the higher education institution of your choice is situated in.*

- To work as:
- Other (please specify):

Remarks

14 Please enter all relevant information that can contribute to the processing of your file below.

The educational institution where you studied has changed its name in the meantime and you know its current name. Please enter the new name below.

You are unable to provide certain documents because you are a refugee. List those documents and give the reason why you cannot present these documents, for example if you have the recognised status of refugee or the subsidiary protection status or if you obtained this status in the past.

You can also mention other relevant additional information below.

Please note! It is impossible to initiate a procedure without a diploma.

.....

.....

.....

Supporting documents to be enclosed

Required supporting documents

15 Please include all required attachments in your application that are listed below and that apply to your case, and tick them off the list.

Please prepare two identical dossiers containing 1 copy of each document listed below.

If your original supporting documents (with the exception of the programme of study and the dissertation) are not in Dutch, English, French or German, please also enclose 1 ordinary copy of the certified translation in each dossier. The original certified translation must be stamped by the Court of First Instance. Only a certified translation of the certificate made by a sworn Belgian translator will be accepted.

NARIC-DG may request other documents within the framework of the investigation into the equivalence of the diploma.

Please note! An incomplete file will not be processed. If there are documents missing in your file, you still have six months' time to submit them. If you fail to submit the missing documents to NARIC-DG within six months' time, your file is closed.
 The date of submission of your application is the day on which all the necessary documents are submitted and your file is complete.

- 2 copies of the diploma in the original language,
- 2 copies of the certified translation of the diploma,
- 2 copies of the identity card in the original language,
If the name of your identity card does not match the name on your certificate, you must enclose an official explanation (marriage, adoption, etc.).
- 2 copies of the certified translation of the identity card,
- 2 copies of the diploma supplement in the original language,
The diploma supplement is issued in the student's name and contains the overview of subjects and traineeships, the evaluations, and the student workload with indication of the ETCS credits or hours. In addition, it contains information about the country's higher education system, leading to a clear, internationally comparable description of the individual study course.
- 2 copies of the certified translation of the diploma supplement,

- 2 copies of the official study programme with the description of the subjects' contents in the original language,
If the original language of the official study programme is not Dutch, English, French or German, you must enclose a résumé drawn up by yourself in Dutch, English, French or German.
- 2 copies of the résumé of the official study programme with the description of the subjects' contents,
- 2 copies of the dissertation in the original language,
If the original language of the dissertation is not Dutch, English, French or German, you must enclose a résumé drawn up by yourself in Dutch, English, French or German.
- 2 copies of the dissertation's résumé (approximately 10 pages).

16 Please also include the supporting documents listed below with your application if they apply to your case, and tick them off the list.

If your application relates to a foreign higher education diploma that you obtained after being awarded a bachelor diploma (master, postgraduate, ...), please include 1 copy of this bachelor diploma in each dossier of your application (with the diploma supplement and the course programme). If your application relates to a foreign doctorate or an advanced master course, please include 1 copy of the previously obtained (master) diploma (with the diploma supplement and the course programme) in each dossier of your application.

If these documents (except for the course programme) are not issued in either German, Dutch, French or English, please include a sworn translation of each necessary document.

*If you apply for the equivalence of a foreign diploma in **Medicine** to the Belgian degree of 'physician', you must submit the following documents: curriculum vitae, information on the work placements (duration and nature of the work placements mentioning the service, an evaluation, et cetera) and a detailed motivation of your application.*

***Refugees** who are unable to submit certain documents are allowed to present an incomplete file on the condition that they enclose an official confirmation of their recognition of refugee status issued by the Office of the Commissioner General for Refugees and Stateless People. In the course of the procedure, refugees may be invited by experts of universities or colleges of higher education for an exploratory interview.*

- 2 copies of the previously gained bachelor and/or master diploma (together with the diploma supplement and the course programme),
- 2 copies of the curriculum vitae, information on the unpaid traineeships (duration and nature of the traineeship mentioning the post, evaluation, etc.) and a detailed motivation for applying,
- 2 copies of the proof of the status of recognised refugee.

Recommended supporting documents

17 Please include all attachments with your application that are important to your case, and tick them off the list.

The enclosure of recommended supporting documents allows the experts to give a more well-founded advice.

If a labour booklet is awarded in your country of origin, it may contain useful information on your relevant professional experience. If the original language of this labour booklet is not Dutch, English, French, or German, you may translate it yourself and enclose this translation. If you are not in possession of a labour booklet, you may submit other documents that give proof of your relevant professional experience.

Giving proof of relevant professional experience is especially recommended if your application relates to a foreign diploma in psychology and educational sciences, health care, and applied or industrial sciences (engineering).

For applicants holding a doctorate degree (PhD), an overview of the publications may be useful.

- 2 copies of your curriculum vitae,
- 2 copies of the labour booklet,
- 2 copies of the translation of the labour booklet,
- 2 copies of the documents that give proof of your professional experience,
- 2 copies of your list of publications,

other enclosures, namely:

.....
.....
.....

Composition of the file

18 Before submitting the application file, you must sort the documents as follows:

- 1. application form,
- 2. required supporting documents,
- 3. recommended supporting documents.

Signature

19 Please complete the declaration below.

I confirm that all the information given in this form is true and that all documents enclosed are authentic or copies of authentic documents.

I authorise NARIC-DG to enquire about the authenticity of my documents and to contact the institutions which are in position to assess this.

Date: (DD.MM.YYYY)

Signature:

Who do you send this form to?

18 Please send this form and the supporting documents to the following address, or hand them in personally after a telephonic appointment (087 596 364):

Ministry of the German-speaking Community
Department VET and Organisation of Education
Gospertstraße 1
4700 Eupen
Belgium

What will happen to your application?

19 *The recognition procedure will only start when the file is complete. The file you submitted to NARIC-DG will not be returned to you after your application is closed. Upon completion of the recognition procedures, all copies will be destroyed.*

Privacy guarantee

20 *The details which you provide will be stored in a database. They are necessary for the processing of your file and may also be used for statistical or scientific purposes. You have the right to consult the data in your file upon prior arrangement. NARIC-DG may contact the foreign education authorities in charge of issuing your documents for any enquiries about these. Some records and documents may be submitted for verification of their authenticity to the institutions in a position to assess this.*