

What you can do: Checklist for documentation

For your consultation, we will need the following:

- Curriculum Vitae
- Certificates / Diplomas
- German translations of the documents (if available)
- Written correspondence and official notifications from competent authorities and accreditation agencies (if available)



Making appointments

To make an appointment for your personal consultation, or to receive the form for a written consultation, you can normally reach us by telephone on **Mondays and Wednesdays from 9-12 am and 2-4 pm, and on Tuesdays from 1-4 pm.** Our team member, Rahela Alekozai, will arrange the appointment for you. She speaks German, English, Farsi, French, Pashtu, Spanish and Urdu. Or you can send us an e-mail:

Contact

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Diakonie
Hamburg

Landesverband der
Inneren Mission e.V.

englisch

Zentrale Anlauf-
stelle Anerkennung



The Counselling Centre
for Recognition of Qualifications
Zentrale Anlaufstelle Anerkennung

Advice and information on the recognition of foreign education,
professional qualifications and degrees in Hamburg

All consultations are free and confidential



Europäische Union
Europäischer Sozialfonds ESF

Damit ist Hamburg beschäftigt!


Hamburg

Zentrale Anlaufstelle Anerkennung

The Counselling Centre for Recognition of Qualifications

Many people with school, vocational or university qualifications from abroad often face the question: Will my certificates be recognized in Germany? Will my degree be considered the equivalent of a German degree? Will I need any additional qualifications or credentials? The result is: All too often, people with foreign qualifications are employed beneath their educational level, or even end up without work.

A law governing the recognition of foreign qualifications entered into effect in April of 2012, granting everyone the opportunity to apply for recognition or evaluation of their certificates. Nevertheless, the path to obtaining recognition is not always easy to understand.

Pursuant to the Recognition Consultation Act, all persons with foreign qualifications living in Hamburg are legally entitled to consultation. The "Counselling Centre for Recognition of Qualifications" at the Diakonisches Werk Hamburg (social service organisation) provides these counselling services. Since the 1st of October 2010, our counselling centre has been operating through the financial support of the European Social Fund and the City of Hamburg. As of the 30th of June 2012, more than 1,400 people have already received consultation.



What we offer you

Anyone with a foreign qualification is welcome to get in touch with us at the ZAA. We will be happy to offer you advice and support on the following issues:

- Do you need to have your certificates recognized in order to obtain work?
- Is it possible for your certificates to be recognized?
- Who is responsible for recognition?
- Which documents are required to complete the recognition process?

If you already have an official notice of recognition, we will also be happy to answer any questions you may have about the notice.

Consultation languages:

We offer consultations in German, English, Polish, Russian and Turkish.

It is also possible to arrange for a consultation in another language, if necessary. Please let us know and we will find an interpreter for you.

All consultations are free and confidential!

Image left: The ZAA team

Our services

Personal consultations

A personal consultation can be arranged by appointment. So that we can prepare for the meeting, we will need the following information from you when you make your appointment:

- Name, telephone number and date of birth
- Nationality
- What sort of degree or certificates do you have?
- Which country is the degree / certificate from?
- Is there a German translation of these documents available?
- What are your expectations from the consultation?

Written consultations

You can also receive a consultation by e-mail, post or fax. Please fill out our consultation form, which you can download from our website or receive direct from us, upon request.

You can find our contact details for appointments or written consultations on the reverse side!