



Handwerkskammer Düsseldorf

If you would like to apply for recognition of your vocational or professional qualification from your own country, please send us the documents specified below:

We are also happy to arrange an appointment for you to discuss the matter personally. However, we ask that you please submit **the following documents in advance**. This will enable us to obtain a first evaluation by our experts familiar with your country. If there is still any need to discuss the matter after that, we will be happy to arrange an appointment for you. In our experience, however, your documents will normally suffice for an evaluation by our country experts.

Please submit the following documents in full:

- Application form completed in full (attention, two signatures are required)
- Title of the reference profession (what German trade or craft is to be recognised)
- Certified true copy (*beglaubigte Kopie*) of your personal ID card or passport
- Curriculum Vitae in tabular form
- Certified true copy (*beglaubigte Kopie*) of your professional qualifications (for example, diploma, certificate of apprenticeship or traineeship, etc.)
- Certified translation of your vocational or professional qualification
- Certified true copies of vocational training college certificates with certified translations
- Certified true copy of verification of practical experience (references)
- Verification of training-course subjects (training regulations/outline curriculum etc.)

Additionally, if you have a master craftsman/further training qualification

- Certified copy of your master craftsman's certificate,
- Certified translation of master craftsman's certificate/further training qualification.
- Documents about training in preparation for master craftsman's certificate/further training qualification
- Certified true copies of the contents of the examination for the master craftsman's certificate/further training

As soon as we have received your complete documents, we will contact the relevant country experts for an initial evaluation and then contact you. To allow faster communication, please give us a telephone number and/or an e-mail address where we can reach you.