

# NOTES



## MY JOB – MY CHANCE

RECOGNITION OF FOREIGN QUALIFICATIONS IN GERMANY

ENGLISH

### PUBLISHER

Öffentlich-rechtlicher Zusammenschluss von Industrie- und Handelskammern  
zur Feststellung der Gleichwertigkeit von Berufsqualifikationen

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## Do you hold a vocational qualification from another country and want to work in Germany?

Since April 2012 you can have your foreign vocational qualification recognised, extending your opportunity on the German labour market. If your qualification is in the fields of industry, commerce, hospitality or services and you seek for respective recognition, you will need to contact IHK FOSA (Foreign Skills Approval), the central certification authority of the German Chambers of Commerce and Industry (IHK), for this purpose.

### How it works

IHK FOSA will compare your foreign vocational qualification to a corresponding German qualification. The most important criteria are the content and duration of the training courses. Occupational experience and further trainings are also taken into consideration.

If during the comparison no significant differences are found, you will receive a document with legal certainty from IHK FOSA. This document confirms that your foreign vocational qualification is of equal value to the corresponding German qualification.

If significant differences are found, IHK FOSA can certify that your qualification will be recognised partially. In that case, the certificate will describe your existing qualifications and how they specifically differ from the corresponding German qualification. Nevertheless, this certificate will allow you to either apply directly to employers or seek appropriate further trainings in order to acquire the missing qualifications.

### COSTS

A fee needs to be paid for this process. Fees vary depending on the individual time and effort required and range from €100 to €600. If you are unemployed or seeking work, we recommend that you enquire with your local labour administration (Agentur für Arbeit) or Jobcenter prior to submitting your application in order to determine whether they would cover the fee.

### Whom to contact for advice

You can generally contact your local IHK for a free individual consultation. Most IHK will provide information on the application and the process and assist you in defining the German reference qualification. For contact details please refer to our homepage [www.ihk-fosa.de](http://www.ihk-fosa.de) – click on the map and enter your postal code.



### How to apply

Fill in the application form (available at [www.ihk-fosa.de](http://www.ihk-fosa.de)). Submit the following documents:

- Copy of proof of identity (ID card or passport)
- Certificate of foreign vocational qualification
- Documentation indicating relevant occupational experience
- Further documents (e.g. further training certificates)
- Intention to pursue employment (not for citizens of the EU/EEA/Switzerland or persons mainly resident in the EU/EEA/Switzerland)

### Please send your application together with the required documents to:

IHK FOSA (Foreign Skills Approval)  
Ulmenstraße 52g  
90443 Nuremberg

For further information, please visit [www.ihk-fosa.de](http://www.ihk-fosa.de)

Phone: +49 (0) 0911/ 81 50 60  
E-Mail: [info@ihk-fosa.de](mailto:info@ihk-fosa.de)

### PLEASE NOTE

Qualification certificates must be submitted as certified copies; for all other documents, standard copies will generally suffice. Documents in languages other than German and English must additionally be translated by a publicly appointed and sworn translator.