

# Your recognition procedure as Translator (m/f) in Schreinerbauer, Bavaria

- The profession of Translator (m/f) is not regulated in Bavaria.
- You can apply for recognition of your professional qualification.
- Recognition has many **advantages**.
- There are also ways of working in Germany without recognition. You will find this under "My other options".

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## Quick-Info

### Name of the procedure

This procedure is called: equivalence assessment (in German "Gleichwertigkeitsfeststellung").

### Requirements for recognition

- Equivalence of your professional qualification

### Knowledge of German

Knowledge of German is part of your professional qualification. You require a high level of German. Additionally, you have to prove knowledge of those language(s) you want to translate into.

### Duration

- **One month** at the latest following receipt of your application by the competent authority: The competent authority will notify you of receipt of the documents. They will inform you if documents are missing. The procedure begins when the documents are complete.
- After **3 months** at the latest you will receive notice containing the result. In specific cases the competent authority may extend the procedure.

## Costs

- You are required to pay for the procedure. The competent authority will inform you of the exact costs.
  - There may be additional costs, e.g. for certifications or refresher trainings
  - **Further information about financial support**
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## Documents for my application

### Required documents

- Application form from the competent authority
- If there is no application form, then apply without a standard application form
- Proof of identity (e.g. passport or personal identification)
- Marriage certificate (if your name has changed through marriage)
- Curriculum vitae
- Evidence of your professional qualification (e.g. certificates, certificate of entitlement)
- Evidence of your professional experience in this profession (e.g. employment references)
- Evidence of your other qualifications (e.g. continuing vocational training, seminars)
- Intention to start work: You may have to prove that you want to work in Germany.
- Information about an application for recognition already submitted. In this case state to which authority you applied.

## Translations and certifications

The competent authority will inform you as to which documents you must produce as originals or submit as copies. Some copies must be officially certified. We recommend that you do not send originals by post.

You must submit your documents **in German**. Sworn or authorised translators must prepare the translations.

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## My steps to recognition

I apply to the competent authority. How does this work?

You may also apply if you are not yet living in Germany.

- You can send the application **by post** to the competent authority. Do not send originals.
- You may be able to send the application **via email**. Ask your competent authority before you do. Later on in the recognition procedure, you may be required to submit original copies or certified copies of the documents.
- You are sometimes able to apply **online**. Later on in the recognition procedure, you may be required to submit original copies or certified copies of the documents. Use the federal state internet portal for the online application. You will then leave our information page: **To the internet portal Bavaria** (in German)

The competent authority is processing my application. What does that mean?

The competent authority receives the application. After one month at the latest, it will confirm that the application has arrived. Once the competent authority has received all the documents from you, it processes your application.

The competent authority carries out an equivalence assessment: It compares your professional qualification with the German professional qualification. As part of this, the competent authority takes into account your professional experience, other certificates and other qualifications.

The procedure takes a maximum of **3 months**. In specific cases the competent authority may extend the procedure. At the end, the competent authority sends you a notice containing the result.

The competent authority informs me of the result in a notice. What are the possible outcomes?

## Outcome: Recognition

Your professional qualification and the German professional qualification are equivalent. Professionally you have **the same rights** as a person with the German professional qualification.

## Outcome: Partial recognition

Part of your professional qualification is **equivalent**. There are **substantial differences** in another part. You are not able to compensate for these differences with your professional experience and other knowledge of the profession. You receive a notice which describes your professional qualification and the substantial differences in detail. In most cases you are able to complete refresher training and then submit a follow-up application.

## Outcome: No recognition

Your professional qualification and the German professional qualification are **not equivalent in any area**. The differences are too large. **You do not receive recognition**.

You are able to take legal action against the decision of the competent authority. Details on this procedure can be found in the **legal redress advice** (German: "Rechtsbehelfsbelehrung") at the end of your notice. We recommend that you speak to a counselling centre first before challenging the decision or taking legal action.

I receive no recognition. What can I do?

## Working without recognition or with partial recognition

Do you already live in Germany and are you permitted to work in Germany? If so, you are able to work in the profession even without recognition.

You are not yet living in Germany? There are opportunities for you to work in Germany without recognition. You can find more information about this under „My other options“.

With partial recognition you are also able to complete refresher training. You are given a certificate as evidence of successful participation. You are then able to submit a follow-up application for recognition. You submit this with the certificate and your other documents to the competent authority. If the professional qualification is then equivalent, you receive recognition.

You are permitted to enter Germany for a refresher training. Please seek advice if you have questions, or find out more about entry e.g. via the **hotline Working and Living in Germany**

Partial recognition also has benefits: The explanatory comments in your notice enable employers to better understand your professional qualification. Partial recognition also helps you if, for example, you wish to complete further training.

## State-approved examination

You may directly take part in a state-approved examination as interpreter or translator. The competent authority will inform you.

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## My other options

Recognition partnership

Do you need recognition in order to work in Germany? You can also apply for recognition after entering the country. For this you need a recognition partnership with your future employer in Germany.

The following requirements apply to a recognition partnership:

- You have completed training of at least two years or a degree.
- Your qualification is recognised by the state in the country of training. The **Central Office for Foreign Education (ZAB)** will confirm this for you.
- You need German language skills at least at level A2 of the Common European Reference Framework for languages.
- You have found an employer.

Further information about the recognition partnership can be found **here**.

## Further ways to work in Germany

You may also be able to work in a non-regulated profession in Germany without recognition:

- This is possible, for example, with completed training and professional experience. What's also important is how much you earn, whether you have a contract of employment, whether you speak German and how old you are. We recommend that you complete the Quick-Check here, this will provide all the information: **Make-it-in-Germany.com**.
- This is possible, for example, with a higher education qualification: Find out whether it is comparable to a German higher education qualification. There are two ways of checking this.
- anabin database: You will find universities in the database. Your university must be recognised in the database (H+). AND your higher education qualification must be assessed as equivalent. This then means that your qualification is equivalent to a German higher education qualification. Save as a PDF. This is evidence. Further information and a guide is available at **Make-it-in-Germany.com**.
- Statement of Comparability: What if your university or qualification are not in anabin? In this case you can apply to the Central Office for Foreign Education (ZAB) for an individual statement of comparability. The statement of comparability is a document that confirms the equivalence of your higher education qualification with a German **higher education qualification**.

## Public appointment and/or authorisation

Do you wish to work as a translator in a court or for an authority? There is a specific procedure for this. Information is available here:

- **Translator (publicly appointed/authorised)**

## Procedure for Ethnic German Resettlers

As an Ethnic German Resettler, you can select between two procedures for vocational recognition:

- You apply for the procedure described here.
- You apply for the procedure under Section 10 of the Federal Expellees Act (German: "§10 Bundesvertriebenengesetz, BVFG").

You can decide this. Your competent authority will advise you.

## Other

### Skills analysis

Do you no longer have all of the necessary documents for the application? If so, then recognition is still possible. You can provide evidence of your professional qualification with the help of a skills analysis, e.g. by means of an oral examination or a work sample.

### Counselling

- Do you have any questions? Do you need help with the application? Seek advice! You will find your counselling centre one step in advance. In the navigation, click "Counselling offers".
- Do you have questions regarding entry or residence? For more information see **Working and Living in Germany**.

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## Further information

### Info and links



- **Information about trainings at full-time vocational schools in Germany by the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany** (in German)
- **Information about continuing vocational education and trainings at trade and technical schools in Germany by the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany (KMK)** (in German)

## Legal basis

The basis for the German professional qualifications are the respective technical school regulations or vocational school regulations of the Federal States.

The Professional Qualifications Assessment Act (BQFG) of the Federal State applies to the recognition:

- **Bayerisches Berufsqualifikationsfeststellungsgesetz – BayBQFG**

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[Link to page](#)

**The competent authority**

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