

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

- The profession of Interpreter (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".

Download: 23.04.2024

Quick-Info

Name of the procedure

Equivalence assessment



German: Gleichwertigkeitsprüfung

Also: Gleichwertigkeitsfeststellung

In Germany, the competent authority checks whether a foreign professional qualification **is equivalent to the German** reference occupation. This check is called the equivalence assessment and is conducted as part of the recognition procedure.

For this check, the competent authority needs all documents relating to the foreign professional qualification. For example:

- Vocational qualification certificate
- Evidence of professional experience

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

Requirements for recognition

Recognition



German: Anerkennung

Also: Anerkennung der Berufsqualifikation, Gleichwertigkeitsfeststellung, Gleichwertigkeit

In this case recognition means that a foreign professional qualification is legally equivalent to a German professional qualification. This means that the foreign professional qualification is recognised in Germany. The equivalence is valid for a specific German reference occupation.

There are different types of recognition:

Full recognition

A foreign professional qualification is legally equivalent to the German reference occupation.

Partial recognition

A foreign professional qualification is only partially equivalent to the German reference occupation. The reason for this is that there are substantial differences between the foreign professional qualification and the German professional qualification.

In this case, there are two options in order to still achieve full recognition:

- Successful participation in refresher training
- Successful participation in a compensation measure

No recognition

A foreign professional qualification is not equivalent to the German reference occupation. The reason for this is that the differences between the foreign professional qualification and the German reference occupation are too great.

Recognition must be requested by means of an application for recognition. This then begins the recognition procedure.

Professional qualification



German: Professional qualification

Professional qualifications are qualifications for which evidence of training is provided by means of evidence of formal qualifications or qualification certificates. These lead to a clearly defined profession. Evidence of a professional qualification may also be provided by professional experience gained in Germany or abroad.

These are examples of professional qualifications:

- Vocational qualification
- Advanced vocational education and training
- Approbation or authorisation to practise a profession
- Authorisation to use the designation of occupation

The recognition procedure exists for professional qualifications from abroad. This checks the equivalence of the vocational qualification.

Recognition procedures for higher education qualifications exist only for higher education qualifications leading to a regulated profession. For example: Dentist. There is no recognition procedure for higher education qualifications which do not lead to a regulated profession. The statement of comparability exists for these higher education qualifications. This is the case, for example, for geologists.

- 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

Competent authority



German: zuständige Stelle

The “competent authority” implements the recognition procedure. The competent authority can be, for example, a government agency, an office or a Chamber. The recognition.

Recognition notice



German: Anerkennungsbescheid

Also: Gleichwertigkeitsbescheid, Bescheid über Gleichwertigkeit, Bescheid zur Gleichwertigkeitsfeststellung, Anerkennungsurkunde

A **recognition notice** is a **document** from the competent authority relating to an application for recognition. It contains the result of the recognition procedure. A recognition notice is legally binding.

In the case of **full** recognition, authorisation to practice a professional activity may be combined with the recognition notice, for example:

- Approbation (licence to practise medicine in Germany)
- Authorisation to practise a profession
- Authorisation to use the designation of occupation
- Certificate of state recognition
- **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

Official certification



Official certification is an attestation from an authority or a notary. An authority or notary uses this to certify that a **document is genuine**. Official certification also certifies that a **copy** or a **signature is genuine**.

Refresher training



German: Anpassungsqualifizierung

Refresher training allows individuals in non-regulated occupations to compensate for substantial differences between their foreign professional qualification and the German reference occupation. They are then still able to receive **full** recognition of their foreign professional qualification. For this, however, they must first submit a follow-up application to the competent authority.

- 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**

Documents for my application

Required documents

- **Competent authority**



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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)
- **Professional experience**



German: Berufserfahrung

Also: Berufspraxis

Working lawfully in a profession and gaining professional experience in the process. In Germany or in another country.

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**



German: Absicht der Arbeitsaufnahme

Also: Erwerbstätigkeitsabsicht, Arbeitsabsicht; Nachweis, Darlegung, Glaubhaftmachung der Arbeitsabsicht

Persons seeking to work in Germany can apply for recognition of their professional qualification from abroad. Persons from third countries must provide proof of their intention to seek work in Germany.

The competent authority may demand proof of the **intention to work**. A competent authority will then also know the location or federal state in which the person is seeking to work.

The **proof of the intention to work** includes, for example,:

- The location note of the **Service Center for Professional Recognition** (ZSBA)
- Contact with an employer in Germany: e.g. contract of employment,

confirmation of employment, applications, invitations to interviews

- Business idea for self-employed work
- Application for entry visa to work in Germany

Exceptions: Persons from the EU/EEA/Switzerland do not need to provide proof. They simply need to declare the location in which they are seeking to work in Germany. Persons coming from a third country and who already live in the EU/EEA/Switzerland are also not required to provide proof. However, the location note can be helpful. It confirms to the competent authority that the person wants to work in the named federal state. E.g. if the person has still not found an employer in Germany.

Documents for the application

Service Center for Professional Recognition

Intention to start work: You may have to prove that you want to work in Germany.

- **Application for recognition**



German: Anerkennungsantrag

Also: Antrag auf Anerkennung

The application for recognition is generally made via an application form. This allows individuals to apply for recognition of their foreign professional qualification.

The application for recognition is sent to the competent authority together with the necessary documents. Or it can be submitted **in person**. The application for recognition can be downloaded from the website of the competent authority.

Occasionally, an application for recognition is not available for download. If so, the person must apply without an application form. In this case the person must **write a letter to the competent authority**. The person must apply for the recognition procedure in the letter. The competent authority will provide information on how this is done.

Competent authority



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The "competent authority" implements the recognition procedure. The competent authority can be, for example, a government agency, an office or a Chamber. The recognition.

Information about an application for recognition already submitted. In this case state to which authority you applied.

Translations and certifications

Official certification



Official certification is an attestation from an authority or a notary. An authority or notary uses this is to certify that a **document is genuine**. Official certification also certifies that a **copy** or a **signature is genuine**.

Translator (publicly appointed/authorized)



German: Übersetzerin oder Übersetzer (öffentlich bestellt/ermächtigt)

Also:

ermächtigte Übersetzerin/ ermächtigter Übersetzer

vereidigte Übersetzerin/vereidigter Übersetzer

beeidigte Übersetzerin/beeidigter Übersetzer

Translators translate one language into another. Sometimes a translation of **official documents** requires confirmation of the accuracy of the translation. If so, an official attestation clause and signature are then added to the document. Only **authorized translators** are permitted to issue this confirmation in Germany. They have been authorised by a court to do this. In Germany translators have a range of different titles They can be

- publicly appointed ("öffentlich bestellt")
- court appointed ("gerichtlich bestellt")
- (generally) authorized ("(allgemein) ermächtigt")

- (generally) sworn) ("(allgemein) vereidigt/beeidigt")

In most cases an application for recognition includes documents which need to be translated. A list of translators is available online in the federal state administration of justice department's database of interpreters and translators.

Sometimes competent authorities do **not allow translations** from a **translator who has been publicly appointed abroad**. It is therefore important to ask the competent authority about this before a translation: Can I have my documents translated in my country of origin?

The German embassies in other countries provide information about the contact details of publicly appointed or authorized translators abroad.

Database of interpreters and translators

German embassies in other countries

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.

My steps to recognition

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

Official certification



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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?

Equivalence assessment



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Also: Gleichwertigkeitsfeststellung

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- Evidence of professional experience

Professional experience



German: Berufserfahrung

Also: Berufspraxis

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Qualification certificate



German: Befähigungsnachweis

Also: Certificate of competence

The following is important for some independent activities **and** trades and businesses (German: "Gewerbe"): The individual must have **specialist knowledge** or the **competency in specific activities**. The individual must provide written evidence of their specialist knowledge or competency. Only then will the individual receive authorisation for the practice of specific activities in the profession. The document providing this authorisation is called a **qualification certificate** or **certificate of competence**.

There is specific theoretical and practical training for a qualification certificate. There is often also an examination (for example an expert knowledge examination). Following this the individual receives the qualification certificate or the certificate of competence as an **official document**. For some activities, the individual must also provide evidence that they are personally or medically suitable. This applies for example to the following activities:

- Security guard
- Insurance broker
- Driving instructor

An individual may also have acquired specialist knowledge in their profession. In this case vocational education and training is just as valid as a qualification certificate or certificate of competence. This is also the case for a foreign professional qualification. The competent authority checks whether the foreign professional qualification can be recognised for a qualification certificate or certificate of competence.

Recognition notice



German: Anerkennungsbescheid

Also: Gleichwertigkeitsbescheid, Bescheid über Gleichwertigkeit, Bescheid zur Gleichwertigkeitsfeststellung, Anerkennungsurkunde

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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?

Recognition



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In this case, there are two options in order to still achieve full recognition:

- Successful participation in refresher training
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No recognition

A foreign professional qualification is not equivalent to the German reference occupation. The reason for this is that the differences between the foreign professional qualification and the German reference occupation are too great.

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German: Anpassungsqualifizierung

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Follow-up application



German: Folgeantrag

Also: Nachfolgeantrag, Wiederaufnahmeantrag

A follow-up application is a new application for recognition, made following a refresher training. Here the competent authority checks whether the substantial differences have been compensated for by the refresher training.

If the substantial differences have been compensated for, the competent authority determines the **full recognition**.

Recognition notice



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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?

Refresher training



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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.

My other options

Recognition partnership

Recognition partnership



German: Anerkennungspartnerschaft

A recognition partnership is a type of residence permit for people from third countries. The purpose of the residence in this case is to do the recognition procedure in Germany and to conclude the process with full recognition after a maximum period of three years.

A recognition partnership enables people from third countries to enter Germany **without prior recognition** of their foreign professional or vocational qualification. Once a person from abroad has found a job, they conclude an **agreement** with the employer. In this agreement, a commitment is made to apply for recognition immediately **upon entry** to Germany. The prospective skilled worker is able to enter the country and start employment at once. Certain tasks are not permitted if the profession is regulated. The employer supports the skilled worker with recognition. The employer must also allow any training which is necessary for recognition.

More information on recognition partnerships and their requirements is available [here](#):

How does a recognition partnership work?

Advantages of recognition

Common European Framework of Reference for Languages (CEFR)



German: Gemeinsamer Europäischer Referenzrahmen für Sprachen (GER)

The Common European Framework of Reference for Languages (CEFR) is a recommendation from the Council of Europe regarding language skills in a foreign language. The CEFR divides foreign language skills into various competence levels and levels of language. This makes language skills more comparable. The CEFR is also used as a standard for acquisition of language skills.

Common European Framework of Reference for Languages (CEFR)

Self-assessment grid from Europass

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](https://www.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](https://www.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**.

Allgemeine Beeidigung

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

- **Court interpreter (officially sworn-in)**

Procedure for Ethnic German Resettlers

Ethnic German resettlers



German: Spätaussiedler

Also: Aussiedler, Russlanddeutsche

Ethnic German resettlers are people of German descent who immigrate to Germany from the former Soviet Union or from eastern Europe. These persons are officially recognised as ethnic German resettlers.

The ethnic German repatriates certificate enables them to apply for a special procedure for professional recognition. Another name for the ethnic German repatriates' certificate is Expellee Identification Card.

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



German: Qualifikationsanalyse

A skills analysis is a particular way of providing **evidence of a** professional qualification. This evidence is provided subject to the following conditions:

- The individual has made an application for recognition of their professional qualification.
- The individual is seeking to work in a dual training occupation or as a master craftsman or woman.
- The individual is unable to submit key documents through no fault of their own.
- The competent authority doubts the authenticity of the documents submitted.

Practical evidence of vocational knowledge and skills is provided in a **skills analysis**.

For example:

- Work sample
- Professional discussion
- Trial work in a company

The individual must not be **at fault themselves** for the loss of their documents. The competent authority may require the individual to take an oath on this. The skills analysis is in the Professional Qualifications Assessment Act and in the Crafts and Trades Regulation Code.

Frequently asked questions about skills analysis

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**.
-

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**

last update on: 06.02.2024

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Link to page

The competent authority

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