



Department for the Recognition of Foreign Educational Qualifications Recognition of foreign professional qualifications (except teachers)

How can I contact the certificate recognition office?

1. By email: zeugnisanerkennung@rlsb-lq.niedersachsen.de
2. By post: RLSB Lüneburg
Dez. Z, Fachbereich Anerkennungsverfahren
Postfach 21 20
21311 Lüneburg
3. By phone: +49 (0)4131 15-2626
Monday, Tuesday & Thursday from 9 a.m. to 12 p.m. and from 2 p.m. to 4 p.m.
Friday from 9 a.m. to 12 p.m.

How do I make an application?

Please fill in the application form and post it to the address provided, along with the documents listed in the form.

You can find application forms here: <https://anerkennung.bip-nds.de>

You can also submit the application online. You can find the link to the application portal on our website.

Who can apply?

You can apply if you have a foreign professional qualification as a

- **Child care worker**
- **Educator**
- **Disability support worker**
- **SEN educator (with advanced professional qualifications)**

and would like to work in Lower Saxony.

What are the requirements for my qualification to be recognised?

In order for the professional qualification obtained abroad to be recognised, the following requirements must be met:

1. Your training entitles you to practise one of the above professions in the country where you trained, **and**
2. there are no significant differences between the qualification obtained in the country where you trained and the training given in Lower Saxony.

When can I not submit an application?

We are not responsible for your application if you...

- want to undergo training in one of the above professions in Lower Saxony. Please contact the vocational school directly.
- have completed a teaching qualification. The route to becoming a teacher cannot be equated with the professions mentioned above, as these are different professional fields. There is a separate recognition procedure for teaching qualifications acquired abroad.

What should I bear in mind when preparing my documentation?

- Translations of foreign-language documents (except for English-language documents) must be drawn up or certified by a sworn translator recognised in Germany. You can find an overview of translators authorised in Germany online at www.justiz-dolmetscher.de

How long does processing take?

Approximately 3 months

How much does the recognition process cost?

Evaluating your qualifications and identifying possible compensatory measures: 100 to 150 €.

The recognition itself: approximately 50-100 euros in addition.

You may be able to receive financial support via the recognition grant: www.anerkennungszuspruch.de.