

# The Counselling Centre for Recognition of Qualifications

## Zentrale Anlaufstelle Anerkennung (ZAA)

Advice and information on the recognition of foreign education, professional qualifications and degrees in Hamburg

All consultations are free and confidential

Many people with school, vocational or university qualifications from abroad often face the question: Will my certificates be recognized in Germany? Will my degree be considered the equivalent of a German degree? Will I need any additional qualifications or credentials? The result is: All too often, people with foreign qualifications are employed beneath their educational level, or even end up without work.

A law governing the recognition of foreign qualifications entered into effect in April of 2012, granting everyone the opportunity to apply for recognition or evaluation of their certificates. Nevertheless, the path to obtaining recognition is not always easy to understand.

Pursuant to the Recognition Consultation Act, all persons with foreign qualifications living in Hamburg are legally entitled to consultation. The “Counselling Centre for Recognition of Qualifications” at the Diakonisches Werk Hamburg (social service organisation) provides these counselling services.

### What we offer you

Anyone with a foreign qualification is welcome to get in touch with us at the ZAA. We will be happy to offer you advice and support on the following issues:

- Do you need to have your certificates recognized in order to obtain work?
- Is it possible for your certificates to be recognized?
- Who is responsible for recognition?
- Which documents are required to complete the recognition process?

If you already have an official notice of recognition, we will also be happy to answer any questions you may have about the notice.

Das Förderprogramm „Integration durch Qualifizierung (IQ)“ wird durch das Bundesministerium für Arbeit und Soziales und den Europäischen Sozialfonds gefördert.



## Consultation languages

We offer consultations in German, Arabic, Belarussian, Dari, English, Farsi, French, Italian, Pashtu, Polish, Russian, Spanish, Turkish and Urdu.

It is also possible to arrange a consultation in another language, if necessary. Please let us know and we will find and finance an interpreter for you.

## Our services: Personal consultations

A personal consultation can be arranged by appointment. So that we can prepare for the meeting, we will need the following information from you when you make your appointment:

- Name, telephone number and date of birth
- Nationality
- What sort of degree or certificates do you have?
- Which country is the degree / certificate from?
- Is there a German translation of these documents available?
- What are your expectations from the consultation?

You can also receive a consultation by e-mail, post or fax. Please fill out our consultation form, which you can download from our website or receive direct from us, upon request.

You can find our contact details for appointments or written consultations below!

## What you can do: Checklist for documentation

For your consultation, we will need the following:

- Curriculum Vitae
- Certificates / Diplomas (if available)
- German translations of the documents (only if already available)
- Written correspondence and official notifications from competent authorities and accreditation agencies (if available)

## Making appointments

To make an appointment for your personal consultation, or to receive the form for a written consultation, you can normally reach us by telephone on **Mondays, Tuesdays and Thursday** from **9 -11.30** am and on **Mondays, Tuesdays, Wednesdays** from **14 – 15.30** pm. One of our team members will arrange the appointment for you.

## Contact

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