

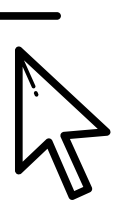
# STEP BY STEP

## HOW TO BOOK AN APPOINTMENT

### Step 1

Visit the ZAA website (<https://www.diakonie-hamburg.de/de/rat-und-hilfe/auslaendische-abschluesse/Terminvereinbarung-und-Kontakt/?#Beratungsformular> )

http://



### Step 2

Accept the necessary cookies.

### Step 3

Choose your language.



### Step 4

Declare your consent.

#### Consent to the storage of personal data For the purpose of consultation concerning the recognition of foreign professional qualifications

► Read more about the details of data processing here

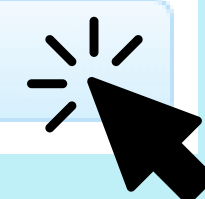
I hereby agree for the ZAA (Support Centre for Recognition of Qualifications ('Zentrale Anlaufstelle Anerkennung') IQ project at the Hamburg Welcome Centre, a support centre for recognising international educational and vocational qualifications in Hamburg, to collect, process and store any data provided by me for the purposes of receiving assistance with having my qualifications recognised, in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Regulation of the Protestant Church in Germany (DSG-EKD).

I also agree for my anonymised data to be analysed by the 'Integration through qualification (IQ)' programme for statistical purposes.

### Step 5

Click on "Next"

Next



### Step 6

Fill out the personal questionnaire and then click "Next".

### Step 7

Now fill out the questionnaire about your professional qualification.  
Then click "Next"

## Step 8

Almost finished... We would now like to know a little more about you and your career aspirations.  
Then click "Next".

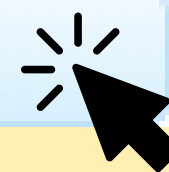
## Step 9

Now you can still upload documents.  
The documents help us to better classify your recognition case.

## Step 10

All documents uploaded?!  
Then click on "Submit"

Absenden !



## Step 11

You will receive an e-mail as confirmation of receipt.

## Step 12

We'll get back to you. Please understand that there are currently delays due to a heavy workload.



## Hints:

- The questionnaire can only be completed in Latin script.
- Appointment requests can only be considered via the web tool.
- Participating in a group consultation can already clarify many questions.