

Application for foreign professional qualifications equivalence according to the German Professional Qualifications Assessment Act (BQFG)

Association of chambers of tax advisors to determine the equivalence of professional qualifications

Hints:

- Due to the provisions of the Professional Qualification Assessment Act (BQFG), your information is required for the decision on the application. If you fail to comply with your obligation to cooperate, the application can be rejected for that reason alone (Section 15 BQFG).
- In accordance with the current fee schedule of the Lower Saxony Chamber of Tax Advisors, a fee of 100 to 600 euros is charged for the procedure. If another procedure according to § 14 BQFG is necessary for the determination of the professional qualifications, additional costs arise that would have to be borne by you. A procedure according to § 14 BQFG would only be initiated after consultation and with your consent.

1. Personal Details (mandatory information)

Surname (Surname at birth) :
Given Name:
Citizenship:
Gender:
Date of birth
Place of birth and Country of birth:

2. Current address (mandatory information)

Street, house number:
Postal code, city:
Country:
Email:
Phone:

3. Contact person's detail (You may name a contact person for support in the procedure, this is recommended, e.g. if you do not live in Germany)

Surname (Surname at birth) :
Given Name:
Gender:
Street, house number:
Postal code, city:
Country:
Email:
Phone:

4. German reference occupation (please indicate the German vocational qualification with which the Lower Saxony Chamber of Tax Advisors should compare your foreign vocational qualification)

*I am applying for an equivalence assessment with the **current German reference occupation***

Tax clerk

Hints: If you are not sure which German profession you are trying to find a comparison with, please contact the Lower Saxony Chamber of Tax Advisors or your local Chamber of Commerce for advice. This is not a final decision, it means if the Lower Saxony Chamber of Tax Advisors determines in the course of the preliminary examination that another reference occupation is better, it will contact you to determine the reference occupation in consultation with you.

5. Foreign professional training information

Name of the professional qualification (in original language and in German translation):

Country of the training:

Name of the training institution including postal address, email, internet address:

if different from the training institution: Name and address of the issuing institution

Type of training:

Theory / at school

Practice / at company

Theory / at school and practice / at company



Start of training (in MM/YYYY):

End of training (in MM/YYYY):

Duration of practical part of the training (in months):

time (in months):

Prior school degree:

6. Information on relevant professional training

	Identification of other enablement - proof	Type of qualification	Subject / main emphasis	Country of exhibition	Exam date	Period	Exhibitors institution	if applicable, address of Training institution
	- Original title - German translation (if known)	- theory - practice - theory & practice				- Start - end	- Name - Street, house number - Postal code, city - Country	- Name - Street, house number - Postal code, city - Country
example	EuroFASM A Bookkeeping	theoretically	Computerized Bookkeeping	Greece	07.06.2008	03.01.2008 to 05.06.2008	Pythagoras Techniki S.A Volonaki 13 Athens 115 26 Greece	--
1								
2								
3								
4								

7. Information on relevant work experience						
	Type of activity	Job title and Content of the activity	Scope of activity	Period of activity	Type of Proof	Employer
	- place of work - internship - Mini job - Etc.	Enumeration of Focus of work	Working time in hours per week	- Start - End Of the activity	- Job reference letter - Employee's record book - etc.	- Name - Street, house number - Postal code, city - Country
example	Place of work	accounting	40	02.01.2006 to 07.12.2009	certificate of employment	Tax Advisory Company XY, Świat 20, 00-945 Warszawa, Poland
1						
2						
3						
4						

8. Declaration of intention to acquire

Not relevant for citizens of the EU / EEA / Switzerland and for people residing in the EU / EEA / Switzerland.

I declare that I want to work in Germany that corresponds to my professional qualification.¹

Yes (*if yes, please enclose supporting documents with the application*)

No

9. Declaration of prior application

I have already submitted an application for the equivalence assessment according to the Professional Qualification Assessment Act {BQFG}

No

Yes

If so:

Application from (date):

submitted to (responsible body):

to German reference occupation:

(if available, attach application and decision / notification)

Hints: This declaration is intended to avoid multiple applications with the same content and facts to different competent bodies. You only need to specify those applications that were made after the BQFG came into force on April 1, 2012. The declaration does not exclude new applications or a reopening of the procedure in the event of new circumstances.

Only for ethnic repatriates:

I have already submitted an application for professional recognition under the Federal Expellees Act (BVFG)

No

Yes

If so:

Application from (date):

submitted to (responsible body):

to German reference occupation:

(if available, attach application and decision / notification)

¹ **EU member states (2013) are:** Belgium, Bulgaria, Denmark, Germany, Estonia, Finland, France, Greece, Ireland, Italy, Croatia, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Austria, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Czech Republic, Hungary and Cyprus.

EEA states are all EU member states, Iceland, Liechtenstein and Norway.

10. Privacy Policy

Information on data storage:

The Lower Saxony Chamber of Tax Advisors, as one of the responsible bodies according to § 8 BQFG, is responsible for the implementation of the determination of the equivalence of training certificates acquired abroad and other professional qualifications with domestic reference qualifications. In order to carry out this task, personal data is stored and forwarded to other competent bodies in accordance with the statutory provisions.

Consent to data transfer:

After our decision on full or partial equivalence has been issued, there may be a need for advice on further training opportunities. I consent to the use of the data for research purposes and the transmission of application data and procedural results to the Chamber of Tax Advisors in the area of my place of residence for the purposes of support and advice.

Yes

No

X

.....
Place, date, signature of applicant

Hints: Consent can be refused without any negative consequences for the procedure. The consent to the storage and use of data for the purposes of support and advice by local bodies as well as for research purposes can be revoked at any time with effect for the future by notifying the Lower Saxony Chamber of Tax Advisors. After receiving the revocation, the Lower Saxony Chamber of Tax Advisors will no longer use or delete the relevant data.

11. Final declaration and signature

I confirm that my information is correct and complete.

I am aware that by submitting the application I undertake to pay the applicable fees.

X

.....
Place, date, signature of applicant

(IMPORTANT: The application is only valid with the date and handwritten signature.)

Please enclose the following documents with the application (*legal requirement according to § 5 BQFG*): [

- Curriculum vitae in German (tabular list of completed training and further education and employment - does not apply if tables 6 and 7 of this application are used)
- Copy of the identity document (passport or identity card, if necessary. Proof of name change)
- Proof of the training qualification obtained abroad listed under 5
- Proof of the relevant professional experience listed under 6
- Evidence of the other qualifications listed under 7
- Proof that you want to work in Germany (e.g. application for an entry visa for gainful employment, contacting potential employers, business concept for self-employment). This obligation to provide proof does not apply to citizens of the EU / EWR / Switzerland and to persons residing in the EU / EEA / Switzerland. EU member states (2013) are: Belgium, Bulgaria, Denmark, Germany, Estonia, Finland, France, Greece, Ireland, Italy, Croatia, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Austria, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Czech Republic, Hungary, Cyprus.
EEA states are: all EU member states, Iceland, Liechtenstein and Norway.

Important instructions:

- The Lower Saxony Chamber of Tax Advisors usually requires a certified copy of the training certificate listed under 5. (eg diploma). Simple copies are usually sufficient for the evidence of professional experience listed under 6 (e.g. job references) and the other qualifications listed under 7 (e.g. advanced training that does not lead to a formal qualification).
- All foreign language documents have to be translated into German in the *Reget*. Translations must be carried out by interpreters or translators who are publicly appointed or sworn in at home or abroad. The translations must be submitted together with certified (or simple) copies of the original documents.
- You can speed up the process by enclosing copies of your certificates as well as other documents that the Lower Saxony Chamber of Tax Advisors could use to assess your foreign qualifications, such as timetables, annual certificates, curricula, examination regulations.
- In the course of the procedure, further documents can be requested that are necessary for the assessment of the submitted qualifications.
- You have an obligation to cooperate in the procedure (Section 15 BQFG).

Please send the completed and signed application together with the required documents to the following address

Steuerberaterkammer Niedersachsen
Adenauerallee 20
30175 Hannover

Please note that the fee-based administrative procedure begins when you submit your application to the Lower Saxony Chamber of Tax Advisors.

OVERVIEW OF NECESSARY DOCUMENTS

Required documents

1. Application form (available at www.stbk-niedersachsen.de)	☐
2. Curriculum vitae (tabular list of completed training and further education and employment)	☐
3 Proof of identity (identity card or passport; if necessary, proof of Name change) • In simple copy	☐
4. Proof of foreign training (diploma) • In the original language as a certified copy and • In German or English translation (original or certified copy)	☐
5. If available: evidence of relevant professional experience (e.g. job references, Workbooks, letters of reference) • In the original language as a simple copy and • In German or English translation as a simple copy •	☐
6. If available: other qualifications (e.g. certificates for further education or retraining) • In the original language as a simple copy and • In German or English translation as a simple copy •	☐
7. Only for people who are not citizens of the EU / EEA / Switzerland or outside of it living in the EU / EEA / Switzerland: Declaration of intention to earn a living. (e.g. proof of application for an entry visa for employment, proof of contacting an employer)	☐

Do you have the mentioned documents? Then you can mark the corresponding field with a cross. [X]

■ ADDITIONAL DOCUMENTS

You can speed up the process significantly by enclosing other documents in addition to the required documents that could be of use to the Lower Saxony Chamber of Tax Advisors when assessing your foreign qualifications, e.g. timetables, curricula, examination regulations, activity reports, subject lists.

■ TRANSLATIONS

The Lower Saxony Chamber of Tax Advisors only accepts translations by interpreters who are publicly appointed or sworn in Germany or abroad. You can find an overview of German translators at www.justiz-dolmetscher.de

In individual cases, the Lower Saxony Chamber of Tax Advisors can dispense with translations, e.g. if an employee speaks the language in question.

■ CERTIFIED COPY

A certification confirms that the copy matches the original. Notaries and municipal authorities (e.g. town hall) can issue certified copies.

Please do not send originals unless you are asked to!

■ CV

The curriculum vitae should show the completed training and further education as well as the previous ones. Present employment clearly. For example:

Art der Qualifikation	Bezeichnung	Ort	Zeitraum
Training	Prodavac (salesperson)	Pula, Croatia	1992 - 1995
Employment Prodavac	Prodavac (seller)	Pula, Croatia	1995 - 2002

Do you have all the required documents? Then please send your application together with the documents as a **loose collection of sheets** to:

Steuerberaterkammer Niedersachsen
Adenauerallee 20
30175 Hannover