



RECOGNITION OF SCHOOL-LEAVING QUALIFICATIONS

Have you obtained your school-leaving qualification in another federal state or abroad? Do you want to have this school-leaving qualification now recognised in order to start an apprenticeship or a job in Berlin? You can find out how to make such an application here.

Certificate Recognition Body

The Certificate Recognition Body checks whether your school-leaving qualification is equivalent to one of the following school-leaving qualifications:

- Berufsbildungsreife (BBR)
- erweiterte Berufsbildungsreife (eBBR)
- Mittlerer Schulabschluss (MSA)
- Fachhochschulreife
- fachgebundene Hochschulreife
- allgemeine Hochschulreife (Abitur)

The attestation of the Certificate Recognition Body only applies for use in the federal state of Berlin and not in other federal states.

You can only apply to have your school-leaving qualification recognised,

- if you have your permanent residence, i.e. your main residential address, in Berlin and can prove this with your residence permit or
- if you can prove that you have a place of training or employment in Berlin by means of a residence permit, an offer or a contract for training or employment.

Important:

The Certificate Recognition Body is **not** responsible for recognising your qualification if you wish to apply for a study place at a university or university of applied sciences in Berlin.

Required documentation

Please include the following documents with your request for recognition:

1. Completed and signed "Application for assessment of documents as a general school-leaving qualification"
2. CV with details of educational background (school/studies/profession)
3. Educational certificates:
 - School reports
 - University entrance examination, if applicable
 - Proof of studies/academic achievements or degrees *
 - Professional qualifications *
4. German translations of educational certificates by translators who are sworn translators for the German courts and authorities
 - The translation of English or French-language educational certificates is not necessary.
5. Copy of passport and/or ID card and/or identity card of ethnic German repatriates/displaced persons
6. Copy of residence permit, residence title or visa - and the extension sheet (if available)
7. Certificate of registration (if available)
8. Proof of name change (if necessary)

* These documents are required for assessment of the highest possible general school-leaving qualification. The academic grade or professional qualification is not assessed.

You can submit your application either in person during office hours or by post:

**Senatsverwaltung für Bildung, Jugend und Familie
Zeugnisankennungsstelle
Bernhard-Weiß-Straße 6
10178 Berlin**

You can find the personal office hours online:



→ www.berlin.de/sen/bjf/erkennung/schulische-abschluesse

Application on site

If you are applying to have your qualifications recognised in person at the Certificate Recognition Body, please submit the originals of all educational certificates and translations as well as plain photocopies.

No copies are made at the Certificate Recognition Body. There is also no public photocopier available on site.

Application by post

If you are submitting your application in writing, simply have the copies of the educational certificates and the translations officially notarised by one of the institutions listed below:

- German state authority (such as German diplomatic missions abroad or citizens' offices)
- German court
- German notary office
- Diplomatic mission of the country in which the educational certificates were acquired (embassy/consulate)

Fees

The following fees will be charged for the assessment and recognition of a foreign or domestic school-leaving qualification:

- Assessment of foreign school-leaving qualifications: **55 Euro**
- Assessment of domestic school-leaving qualifications: **45 Euro**

The fee is not paid directly or on site, but rather once you have received a written request for payment from ourselves.