

Check list

for the granting of a licence to practice/professional permit in respect of qualifications gained outside the European Union in so-called third states

The following documents must be submitted:

1. Evidence of **jurisdiction**
 - Confirmation of employment for a position in the Federal State of Berlin, or
 - Current excerpt from the civil register concerning your main residence or proof of usual residence in the Federal State of Berlin or
 - Applications for vacancies in the Federal State of Berlin, invitations to interviews, etc.
 2. **Application** (please use form)
 3. **Curriculum vitae** in tabular form and in chronological order (with signature and date) showing the training courses completed, your professional career and your employment to date.
 4. **Proof of identity** (passport or identity card)
 5. **Birth certificate** (in the case of name change e.g. by marriage, please also provide this certificate)
 6. **Official certificate of good conduct of document type 0** from the Federal Republic of Germany (not older than 3 months when submitted). The application for the purpose of a licence to practice "Approbation BQFG" is to be made at the citizen's offices in Berlin, [from abroad you can apply to the Federal Office of Justice](#) for a certificate of good conduct.
 7. **Certificate of good conduct** from the police or judicial authorities of your home country and, if applicable, the country of study (not older than 3 months when submitted)
 8. **Certificate of good standing** issued by the competent authority of the country in which you were employed (not older than 3 months when submitted)
 9. **Medical certificate** (please use form) issued by a physician licensed in Germany (not older than 3 months when submitted)
 10. Evidence of **successful completion of training**
 - Evidence of **university degree** (e.g. diploma, examination certificates)
 - Evidence of **practical training** (e.g. internship, hospital training), if required in the country of origin/study at the end of training
 - Evidence of **entitlement to carry out the profession** in the country of origin (e.g. admission to the profession, permit, licence)
- only if the equivalence test is not waived:
- Individualised **subject and hour overview per semester** with theoretical and practical lessons and examination contents
 - Evidence of previous **professional experience** and **further training** (e.g. work book, detailed certificates from previous employers, extensive further training - if available)
11. Proof of **German language skills**:
 - **general** - level B 2 (**certificate** from Goetheinstitut, Telc or TestDaf; not older than 3 years) **as well as**
 - **specialist language test** - level C 1 (carried out in Berlin by the respective chamber; further information is available in the internet, e.g. the [information on the specialist language test for doctors](#), not older than 3 years, for veterinarians B 2 is sufficient)

Please note: it is **not necessary** to present the language certificates at the time of application.

General Information:

Submission of documents

Please send the documents as **officially certified copies** by post to the office named in the application form. In Berlin, copies will be certified by the [citizens' offices](#) or notaries. Outside of Germany, the German missions abroad (embassies, consulates) are responsible for this. Authentications by other institutions or by translators are not recognised.

Your personal appearance at the Federal State Office for Health and Social Affairs is not required. Personal appointments are only possible by individual agreement stating the reason. To do so, please contact us by e-mail bqfg@lageso.berlin.de.

Legalization and Apostille

Your foreign training documents must be confirmed by a Hague Apostille or by the legalization of the German Embassy. Further information can be found in the [information sheet on foreign public documents for use in Germany](#) issued by the Federal Foreign Office.

Translations

Foreign-language documents must be presented with certified translations by translators sworn or authorised in Germany or by publicly appointed translators. Translations from countries outside the EU (so-called third countries) will not be accepted. To reduce costs, translations made in a third country may be submitted to a translator sworn or authorised or publicly appointed in Germany to check their correctness. These can then be submitted with the translator's confirmation. This only applies to translations made in an EU member state if, in individual cases, there are justified doubts about the content of the translation.

Fees

The granting of your state permission is subject to a fee. The amount of the fee is determined by the Ordinance on the Charging of Fees in the Health and Nursing Sector (GesPflGebO), as amended from time to time.

Processing time

As a precaution, we would like to point out that, due to the large number of applications received, a processing time of several months can be assumed. Particularly in the case of applications from countries outside the EU (so-called third countries), processing may take more than one year in individual cases (e.g. due to the necessary involvement of the Central Office for Foreign Education in Bonn).

Please take this into account in your personal career planning and submit your application for admission to a profession as early as possible, enclosing the necessary application documents.

Please note: The statutory processing period does not begin until all documents have been submitted.

Address:

Landesamt für Gesundheit und Soziales Berlin
Turmstr. 21
10559 Berlin

Telephone:

Tuesdays and Thursdays 1 pm – 3 pm

E-Mail: bqfg@lageso.berlin.de

Visits: Personal appointments only by individual arrangement, stating the reason

Imprint:

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Department IV A is responsible for the content
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