

## Documents to be enclosed

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|--|--------------------------|
| 1. In original: Completely filled out and signed application form  | <input type="checkbox"/> |
| 2. Colour copy: Foreign professional training graduation certificate including list of subjects <ul style="list-style-type: none"> <li>• in the language of the country of origin <input type="checkbox"/></li> <li><b>and</b></li> <li>• German translation by a public appointed or sworn interpreter or translator <input type="checkbox"/></li> </ul>                        |                          |
| 3. Colour copies: Certificates of relevant professional experience (e.g. job reference letter, employee's record book) <ul style="list-style-type: none"> <li>• in the language of the country of origin <input type="checkbox"/></li> <li><b>and</b></li> <li>• German translation by a public appointed or sworn interpreter or translator <input type="checkbox"/></li> </ul> |                          |
| 4. Colour copies: Other records of qualification (e.g. courses, retraining, further professional training) <ul style="list-style-type: none"> <li>• in the language of the country of origin <input type="checkbox"/></li> <li><b>and</b></li> <li>• German translation by a public appointed or sworn interpreter or translator <input type="checkbox"/></li> </ul>             |                          |
| 5. Colour copy: Proof of identity (e.g. national identity card, passport, name change)   | <input type="checkbox"/> |
| 6. Curriculum Vitae  | <input type="checkbox"/> |
| 7. Declaration of intention to work in Germany   | <input type="checkbox"/> |
| 8. Copy: Description of contents of the professional training (syllabus/curriculum)  | <input type="checkbox"/> |

Please do not send us the application until the documents are **complete**.

### Notes:

- A directory of publicly appointed or sworn interpreters or translators can be found under [www.iustiz-dolmetscher.de](http://www.iustiz-dolmetscher.de). In individual cases, translations may be waived, e.g. if employees of IHK FOSA master the relevant language themselves. No translation is required if the documents according to points 2 to 4 and 8 were issued in English by the competent institution.
- Description of contents of the professional training: document defining the standards of the professional training and specifying the imparted knowledge and skills in factual and temporal structure. The document must be issued by an institution responsible for the training.
- Additional documents not listed here may be requested subsequently by IHK FOSA in the specific case in the course of the recognition procedure. This is usually depending on country-specific particularities.