



# Follow-up application

upon decision about partial equivalence according to  
German Professional Qualifications Assessment Act (BQFG)



Please find a list of documents to be enclosed on page 4 of this application form.  
The procedure is subject to cost. See the [IHK FOSA schedule of fees](#)<sup>1</sup>

**1. Application number of previous application<sup>2</sup>**

**2. Personal details**

Surname:	
Given name:	
Citizenship:	
Gender: male          female          multi-gender          undisclosed	
Date of birth:	Place of birth:
Country of birth:	
Current address:	
Street, house number:	
c/o	
Postal code, city:	
Country:	
 Email:	
 Phone:	

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

Title: Mr          Ms	
Surname:	
Given name:	
Company/Institution:	
Street, house number:	
Postal code, city:	
Country:	
 Email:	
 Phone:	

**4. New evidence for compensation of material differences**

<b>Type of evidence</b>	<b>Start (DD.MM.YYYY) and end (DD.MM.YYYY)</b>	<b>Issued by</b>

## 5. Data protection - Declaration of consent<sup>3</sup>

### a) Information on data storage:

IHK FOSA, as one of the competent bodies according to Sec. 8 BQFG, has the statutory task to conduct the recognition of equivalence of training certificates acquired abroad and any related further professional qualifications with corresponding German professions. For the fulfilment of this task, personal data are stored and transferred to other competent bodies within the scope of legal regulations.

### b) Consent to the transfer of data<sup>4</sup>:

Eventually a need for consultation on advanced training possibilities may arise after having received an official notification about full or partial equivalence. Consent to the use of the data for research purposes is given, as well as to the transfer of the application data and of the results of the procedure to the competent Chamber of Industry and Commerce for the purposes of consulting and assistance.

Yes

No

### c) Research

(please check-mark as applies)

I declare that I agree that IHK FOSA will obtain information from the competent institutions in the event of a necessary authenticity check. In that case, these institutions will be authorised to provide corresponding information to IHK FOSA.

I declare that I do not agree that IHK FOSA will obtain information from the competent institutions in the event of a necessary authenticity check.



Place, date, signature of applicant

## 6. Final declaration and signature

The decision on the application legally requires this information and cooperation.

The submitted documents are intended for use in the procedure and they will not be returned.

Please do not send us any original documents without request (except for the application form). We do not accept any liability for these.

I assure that the information given is true and complete.

Upon submission of the application I undertake to pay the incurred fee.<sup>1</sup>



Place, date, signature of applicant

**Please enclose the following documents:**

- |  |                          |
|--|--------------------------|
| 1. Completely filled out and signed application form                                   | <input type="checkbox"/> |
| <hr/>  |                          |
| 2. Copy of the initial decision  | <input type="checkbox"/> |
| <hr/>  |                          |
| 3. Colour copies: New evidence for compensation of the material differences            |                          |
| • in the language of the country of origin   | <input type="checkbox"/> |
| <b>and</b>   |                          |
| • German translation by a public appointed or sworn interpreter or translator          | <input type="checkbox"/> |
| <hr/>  |                          |
| 4. Colour copy: Proof of identity (e.g. national identity card, passport, name change) | <input type="checkbox"/> |

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

**Notes:**

- A directory of public appointed or sworn interpreters or translators can be found under [www.jus-tiz-dolmetscher.de](http://www.jus-tiz-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 point 4 were issued in English by the competent institution.
- 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.

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<sup>1</sup> Schedule of fees: <https://www.ihk-fosa.de/fuer-antragstellende/gebuehren-und-foerderung/>

<sup>2</sup> The follow-up application must be submitted within 5 years from the date of issuance of the initial decision.

<sup>3</sup> Data protection information: <https://www.ihk-fosa.de/die-ihk-fosa/impressum/informationspflichten-datenschutz/>

<sup>4</sup> The consent can be refused without negative consequences. The consent can be revoked at any time with effect for the future by notifying the IHK FOSA. Upon receipt of the revocation, IHK FOSA will stop using the relevant data and delete them, respectively.

The male grammatical form always includes all persons, regardless of gender.

Status: 10/12/2021



Please place head first in an envelope with window

**IHK FOSA**  
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