

HESSEN



Hessian Ministry of Higher Education,  
Research and the Arts



RheinMain University  
of Applied Sciences

## Leaflet on recognition procedure of foreign professional qualifications in education and the social sector

We are pleased you are interested in getting recognized as **childcare professional** or **state-recognized social worker/childhood pedagogue/curative pedagogue**.

### Welcome!

RheinMain University of Applied Sciences conducts recognition procedures on behalf of the Hessian Ministry of Higher Education, Research and the Arts (HMWK).

#### 1 What is the recognition procedure about?

Whether a recognition procedure is necessary or not depends on the profession you would like to pursue or that you completed your qualification in. In education and social work, it is generally helpful or even required to get foreign higher education degrees recognized. If you have completed a higher education degree in social work, pedagogy, curative pedagogy or childhood pedagogy in your home country and would like to work in Hesse in one of these professions, you need to get a recognition of your professional qualification.

Recognition can be issued if the higher education degree is equivalent to a respective German higher education degree and if it qualifies you to work in a similar profession in your home country. If equivalency is determined and your degree recognized, you can take up a position in this profession in Hesse.

If there are significant differences between the foreign higher education degree and the corresponding German higher education degree, compensation measures to make up for the differences will be determined. The compensation measures must be fulfilled for full recognition.

#### 2 Important information on the recognition procedure / free counseling

- Before applying, we recommend seeking **free counseling**. You will receive information on whether a recognition is necessary or not, the documents you need, where to apply and how much it costs. Counseling will save you time and money. Please contact

a recognition information center near you. Find contact details at

<https://www.hessen.netzwerk-iq.de/en/iq-network-hesse-our-services.html>

and in the flyer

[https://www.hessen.netzwerk-iq.de/fileadmin/user\\_upload/iqn/Bilder\\_fuer\\_den\\_Seiteninhalt/Angebote/Englische\\_Website/Getting-foreign-qualifications-recognized-in-hesse.pdf](https://www.hessen.netzwerk-iq.de/fileadmin/user_upload/iqn/Bilder_fuer_den_Seiteninhalt/Angebote/Englische_Website/Getting-foreign-qualifications-recognized-in-hesse.pdf)

- You can also find the necessary information on getting your qualification recognized on your own. To this end, the Federal Ministry of Education and Research created the “Information portal of the German government for the recognition of foreign professional qualifications”:

<https://www.anerkennung-in-deutschland.de/en/interest/finder/profession>

- You can apply for financial aid for the recognition procedure, if you do not have any or low income. You must apply for financial aid BEFORE you apply for recognition. Find more information on financial aid at:

<https://www.anerkennung-in-deutschland.de/html/en/pro/recognition-grant.php>

### 3 Application

#### 3.1 Types of application

Depending on the occupation you would like to pursue or are allowed to work in, the following recognition procedures are possible:

- If you would like to work in a day care facility or in a child or youth welfare facility, **apply to be recognized as “pedagogical childcare professional”**.

For this application, the following requirements must be met:

- You need a higher education degree in pedagogy or social work.
- Your degree qualifies you to work as pedagogical childcare professional in your home country.

- If you would like to work in the social, social pedagogical, curative pedagogical or child pedagogical sector, apply to be recognized as **“state-recognized social worker, social pedagogue, curative pedagogue, or childhood pedagogue”**.

For this application, the following requirements must be met:

- You must have a higher education degree in social work (or an equivalent degree program), curative pedagogy or childhood pedagogy.

#### 3.2 Which documents are required for the recognition application?

You can apply online or by mail. To apply online, please click on the following link:

<https://hessendante.hessen.de/forms/findform?shortname=AnerkennungSozBeruf&formtecid=3&areashortname=HMWK&needSB=1>

To send an application by mail, please use the application form at [https://www.hs-rm.de/fileadmin/Home/Hochschule/Verwaltung/PQS/Antrag\\_staatliche\\_Anerkennung\\_final\\_220224.pdf](https://www.hs-rm.de/fileadmin/Home/Hochschule/Verwaltung/PQS/Antrag_staatliche_Anerkennung_final_220224.pdf). Please send the completed application form, dated and signed, by mail.

It is not possible to apply by email.

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In addition, we need the following documents that you can either upload with your online application or add to your postal application.

- Updated, complete, detailed CV
- Identification (passport or identity card)
- Record of foreign school and training records (higher education entrance qualification/ Diplom / Bachelor's / Master's)
- List of subjects and grades / Diploma Supplement to the university degree
- Records of relevant professional experience (e.g., job references)
- Other qualification records (e.g., further professional training, retraining)
- If your profession is a regulated profession: Certificate of professional permit in your home country
- If you are not an EU citizen: Proof of registration of primary residence in the Federal Republic of Germany or proof of counseling of central recognition office or proof of employment intention (e.g., by applying for a visa for economic activity, contacting potential employers, business plan for self-employment)
- Proof of language skills are not yet required at the time of the application. For successful completion of the compensation measures and for an employment in education and social work, sufficient German skills are necessary. You should have German language skills at Level B2 when starting the compensation measures.

Upon request of the recognition center, you might have to provide proof.

### **3.3 Formal details**

- German translation

The German translation must be carried out by a state-certified translator. The translation must include a translation disclaimer that confirms the correctness and completeness of the translation. The translation must also include the public authority that certified the translator.

The database <https://www.justiz-dolmetscher.de> lists all state-certified translators in Germany.

- Transliteration

If the original document is not in Latin characters, you must provide a transliteration of the name of the school, the qualification title, the degree program

and the professional qualification. In a transliteration, the characters are transferred to Latin characters. Transliterations are carried out by state-certified translators and interpreters.

Example:

Cyrillic characters:

Предучилищна и начална училищна педагогика

Transliteration

Predučilišna i načalna učilišna pedagogika

Translation into English:

*Pre-school and primary school pedagogy*

## **4 Procedure**

### **4.1 Confirmation of receipt**

Within four weeks of submitting the application/documents, you will receive a confirmation of receipt and, if necessary, you will be asked to submit missing documents.

### **4.2 Decision on equivalency**

If your documentation is complete, there will be a decision on your application, generally within three months. In some cases, it might take longer. Possible decisions are:

- If your higher education degree shows no significant differences to the equivalent German university degree, you will receive immediate recognition.
- If your higher education degree shows significant differences to the equivalent German higher education degree, you will receive a recognition notice that states the differences and defines necessary compensation measures. For full recognition, the compensation measures must be completed.
- If the differences between the two degrees are too significant, you will receive notice that your recognition application might be denied.

### **4.3 Decision on full recognition after compensation measures**

When you completed all compensation measures stated in your recognition notice, please submit proofs. After verifying the proofs, a full recognition notice for your qualification can be issued.

## **5 Fees**

The fees for the recognition procedure will cost an average of EUR 300 depending on the work involved. The coordination of compensation measures for the recognition as state-certified social worker, childhood pedagogue or curative pedagogue will cost an average of EUR 300 depending on the work involved. In some cases, fees can be higher.

Together with the confirmation of receipt, you will receive an invoice for an advance on the processing fee according to Art. 16 of the Hessian Administrative Costs Act (HVwKostG) of EUR 100 per procedure. The advance will be offset against the actual

costs on the final invoice. If you withdraw your application, the advance will not be reimbursed. We therefore recommend choosing your applications carefully.

You can apply for financial aid (s. section 2).

Please note that there might be additional fees for notarizations, translations or transliterations.

## **6 Career advice and networking**

For questions on job search, employment and in-company integration, please contact the WELCOMECENTER Hessen (WCH).

WCH offers free support and advice for international professionals. The team will answer any questions on living and working in Hesse. They can advise on-site in their offices in Frankfurt or by video, phone or email. WCH offers support in German, English, Spanish and Kiswahili.

WCH is a joined initiative by the Hessian Ministry for Social Affairs and Integration and the Chamber of Crafts Frankfurt-Rhein-Main, as well as the Regional Head Office Frankfurt and the Employment Agency Frankfurt of the Federal Employment Agency.

Contact:

WELCOMECENTER Hessen

Fischerfeldstraße 10-12

D-60311 Frankfurt am Main

Phone: +49 (0) 69 971 72 122 (chargeable from abroad)

Telefon: 0800 666 57 88 (non-chargeable from within Germany)

E-Mail: [info@welcomecenterhessen.com](mailto:info@welcomecenterhessen.com)

Homepage: [www.work-in-hessen.com/](http://www.work-in-hessen.com/)

## **7 Contact**

Please mail your applications to

RheinMain University of Applied Sciences

PQS – Recognition of foreign professional qualifications

PO Box 3251

65922 Wiesbaden Germany

For questions about the application, please write an email to

[anerkennung\\_aeb@hs-rm.de](mailto:anerkennung_aeb@hs-rm.de) or call during service hours which you can find here:

<https://www.hs-rm.de/en/about/university-administration/recognition-office-for-foreign-qualifications>

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Find answers to frequently asked questions in the FAQ at

<https://www.hs-rm.de/en/about/university-administration/recognition-office-for-foreign-qualifications/faq>