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|  | Application for the recognition of a foreign qualification | 7391-01-220311 |
|  | ///////////////////////////////////////////////////////////////////////////////////////////////////////////////////////////////////////////////////////////// |
|  | Agentschap voor Hoger Onderwijs, Volwassenenonderwijs en Studietoelagen (Agency for Higher Education, Adult Education and Study Grants)**NARIC-Vlaanderen**Koning Albert II-laan 15, 1210 BRUSSEL**T** 1700 (from abroad +32 2 553 1700) ‒ <https://www.naricvlaanderen.be/en/naric-vlaanderen> | *To be completed by NARIC-Vlaanderen*Receipt date |
|  |
|  | **What is the purpose of this form?**With this form you apply with NARIC-Vlaanderen for the recognition of a diploma you obtained abroad*. This recognition is the official confirmation that your diploma is equivalent to a diploma obtained in Flanders.* *If your diploma is recognised, you will receive a ministerial decision which gives you the same rights as the holder of the equivalent Flemish diploma.* |
|  |
|  | Details of the applicant |
|  |
| 1 | Fill in your personal details below. |
|  | first name |       | last name |       |
|  | state register number or crossroads bank number |       |  |     |  |    |  |
|  | date of birth | day |    | month |    | year |      |  |
|  | country of birth |       | nationality |       |
|  | telephone or mobile number |       |
|  | e-mail |       |
|  |
| 2 | Tick who is submitting this application. |
|  | [ ]  | the diploma holder himself/herself. *Go to question 5.* |
|  | [ ]  | an intermediary organisation.An intermediary organisation is for instance a welcome office or the Flemish Service for Employment and Vocational Training (VDAB). **Please note!** The diploma holder him/herself must submit this application. Only intermediary organisations legitimised by NARIC itself are allowed to submit applications for third parties. For this purpose they must have received authorisation from the diploma holder. If you are not sure whether you are allowed to submit an application on behalf of the diploma holder, you should contact NARIC-Vlaanderen in advance.Go to question 3. |
|  |
| 3 | Enter the details of your intermediary organisation. |
|  | name |       |
|  | street and number |       |
|  | postal code and town |       |
|  | telephone number |       |
|  | e-mail  |       |
|  |

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| 4 | Who do you want NARIC-Vlaanderen to contact? |
|  | [ ]  | the diploma holder |
|  | [ ]  | the intermediary organisation |
|  |
| 5 | Do you have recognised refugee status or subsidiary protection status? |
|  | [ ]  | yes. *Append a relevant supporting document to your application.* |
|  | [ ]  | no |
|  |
| 6 | Enter your official address. *! Please note that you can only submit an application from abroad if you meet certain conditions. These conditions can be found at* [*https://www.naricvlaanderen.be*](https://www.naricvlaanderen.be)*.*  |
|  | street and number |  |       |  |
|  | postal code and town |  |       |  |
|  | country |  |       |  |
|  |
|  | Choice of procedure |
|  |
| 7 | Please tick the procedure you choose. The procedure you choose will define how much you have to pay. If you apply for the recognition of several diplomas at the same time, you must complete a separate form for each application and pay for each separate application. In a number of cases you can be exempted from payment. More information about this is available on <https://www.naricvlaanderen.be/en/naric-vlaanderen>. |
|  | [ ]  | **level recognition.** This implies the following:* NARIC decides on the levelof your foreign certificate in Flanders, without mentioning any specific programme of study. E.g.: Bachelor, Master, higher vocational (hbo5) graduate, secondary education diploma.
* The examination of your file can take up to two months.
* This costs EUR 90.
* For most employers, level recognition is sufficient.
* You are advised to choose this procedure, if you no longer have all the mandatory supporting documents at your disposal (like the course programme) which are needed for specific recognition.
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|  | [ ]  | **specific recognition.** This implies the following: * NARIC decides to which specific Flemish diploma your foreign certificate is equivalent, with mention of a specific programme of study. E.g.: Certificate of Healthcare Assistant, Bachelor of Business Management - specialisation in Accountancy-Taxation, Bachelor of Social Work, Master of Arts in Architecture, Doctor of Applied Sciences etc.
* The examination of your file can take up to four months.
* This costs EUR 180 (doctorate = EUR 300). Specific recognition is required if you want to practise a regulated profession in Belgium holding a diploma you obtained outside of the EER, or if you want to carry a protected title (engineer, master, dentist, veterinary surgeon, pharmacist, architect, interior architect, midwife, social worker etc.).

**Please note!** NARIC-Vlaanderen cannot start an examination regarding specific equivalence for programmes of study that are not provided in Flemish education. |  |
|  |
| 8 | Complete below the title of the diploma for which you apply for equivalence. |
|  |       |
|  |

|  |  |
| --- | --- |
|  | Purpose of the application |
|  |
| 9 | Tick below why you apply for equivalence of your foreign diploma. |
|  | [ ]  | to work. Mention below the profession you would like to exercise and tick the sector you will work in. |
|  | profession |       |
|  | sector | [ ]  | healthcare, namely: |       |
|  | If you want to work as care provider, healthcare assistant or nurse, also complete the sheet “Healthcare”. Download it via <https://www.naricvlaanderen.be/en/naric-vlaanderen> and append it to your application. |
|  | [ ]  | education. Are you allowed to teach in the country where you obtained your diploma? |
|  | [ ]  | yes | [ ]  | no |
|  | [ ]  | other sector, namely: |       |
|  | [ ]  | to take a course. Mention below the name of the course you would like to attend and tick the institution where you will attend it. |
|  | name |       |
|  | institution | [ ]  | a Flemish university or university college.**Please note!** You do not have to apply for equivalence with NARIC if you want to study at a Flemish university or university college. Contact the university college or university. They can give you admission on the basis of your foreign diploma. |
| [ ]  | VDAB or SYNTRA |
| [ ]  | an adult education centre |
| [ ]  | another institution, namely: |       |
|  | [ ]  | for the regularisation of pensions |
|  |
|  | Details of the attended programmes |
|  |
| 10 | Give a chronological overview of your entire school career. |
|  |
|  |  |  | primary education (age 6-12) |
|  | number of school years |  |       |
|  | period |  | from | day |    | month |    | year |      | through | day |    | month |    | year |      |
|  | country |  |       |
|  | outcome |  | [ ]  | passed | [ ]  | failed |
|  |
|  |  |  | secondary education (age 12-18) |
|  | title of diploma |  |       |
|  | number of school years |  |       |
|  | period  |  | from | day |    | month |    | year |      | through | day |    | month |    | year |      |
|  | school |  |       |
|  | town |  |       |
|  | country |  |       |
|  | outcome |  | [ ]  | passed | [ ]  | failed |
|  |
|  |  |  | higher education |
|  | title of diploma |  |       |
|  | official study programme duration |  |       |
|  | student workload |  |       | years |
|  | number of credits |  |       | ECTS or credits |
|  | period |  | from | day |    | month |    | year |      | through | day |    | month |    | year |      |
|  | educational institution |  |       |
|  | town |  |       |
|  | country |  |       |
|  | outcome |  | [ ]  | passed | [ ]  | failed |
|  |
| 11 | Did you write a dissertation, e.g. a (master’s) thesis or a final paper? |
|  | [ ]  | yes. Give the title of your dissertation below.*Add a paper or digital copy of the dissertation to your application. If your dissertation is not written in Dutch, English, French or German, also add an abstract which you are allowed to write yourself in Dutch, English, French or German to your application.* |
|  |       |
|  | [ ]  | no |
|  |
| 12 | Did you obtain any other diplomas? |
|  | [ ]  | yes. *Go to question 13.* |
|  | [ ]  | no. Go to question 14. |
|  |
| 13 | Enter the details of your other diploma(s) below.Mention for each diploma the title, the country and educational institution where you obtained it and the year in which you obtained it. |
|  |
|  | title |  | country |  | educational institution |  | year |
|  |       |  |       |  |       |  |      |
|  |       |  |       |  |       |  |      |
|  |       |  |       |  |       |  |      |
|  |       |  |       |  |       |  |      |
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| 14 | Did you do any internships during your studies? |
|  | [ ]  | yes. *Go to question 15.* |
|  | [ ]  | no. Go to question 16. |

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|  |
| 15 | Enter the details of the internships below.Add a supporting document or certificate of all your work placements to your application. NARIC-Vlaanderen will only take those work placements into account for which you have added a supporting document.  |
|  |
|  | work placement location |  | period |  | tasks performed during the work placement |
|  | **1** |       |  |       |  |       |
|  | **2** |       |  |       |  |       |
|  | **3** |       |  |       |  |       |
|  | **4** |       |  |       |  |       |
|  | **5** |       |  |       |  |       |
|  | **6** |       |  |       |  |       |
|  | **7** |       |  |       |  |       |
|  | **8** |       |  |       |  |       |
|  | **9** |       |  |       |  |       |
|  | **10** |       |  |       |  |       |
|  |
|  | Work experience |
|  |
| 16 | Do you have any relevant work experience? |
|  | [ ]  | yes. *Go to question 17.* |
|  | [ ]  | no. Go to question 18. |
|  |
| 17 | Enter below the details of the professional activities you performed.Give the name of the employer, the period during which you worked for that employer and the tasks you performed.Add a supporting document to your application, e.g. an employment contract or any other document signed by the employer. |
|  |
|  | employer |  | period |  | tasks |
|  | **1** |       |  |       |  |       |
|  | **2** |       |  |       |  |       |
|  | **3** |       |  |       |  |       |
|  | **4** |       |  |       |  |       |
|  | **5** |       |  |       |  |       |
|  | **6** |       |  |       |  |       |
|  | **7** |       |  |       |  |       |
|  | **8** |       |  |       |  |       |
|  | **9** |       |  |       |  |       |
|  | **10** |       |  |       |  |       |
|  |
|  | Remarks |
|  |
| 18 | Enter below any other relevant information which may be helpful for the evaluation of your application. |
|  |       |
|  |       |
|  |       |
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|  | Supporting documents to be added to your file |
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| 19 | This section contains all the supporting documents which you must add to your application. Some documents must be added in the original language. For all the other documents that are not in Dutch, French, English, German or African, you must add a translation. It is each time mentioned next to these documents whether you are allowed to translate them yourself or whether you must have them translated by a sworn or translator or a translator who is sworn in at a Belgian court.NARIC Flanders only handles files that are submitted by e-mail and according to the instructions you will find on our website <https://www.naricvlaanderen.be/en/naric-vlaanderen>. Depending on the type of application, you must add the following annexes to your application:* your higher education diploma or a certificate of completion of part of a higher education programme, if you apply for the recognition of a secondary diploma;
* all the documents of your bachelor’s degree, if you apply for an examination for your master’s degree;
* all the documents of your master’s degree, if you apply for an examination for your doctoral degree.

The examination of your application will start as soon as NARIC-Vlaanderen has received all the requested documents and after payment of any amount due.Also add all other official supporting documents which may be useful for your application. NARIC-Vlaanderen can only take account of the documents which you personally add to your application.In the context of the examination NARIC-Vlaanderen can also request other documents. |
|  |
|  | Annexes in the original language |
|  |
| 20 | Add all the annexes to your application which apply to your case and tick each of them in the tick-list below. |
|  |
|  | annexes for all applications |
|  | [ ]  | a copy of your diploma or certificate |
|  | [ ]  | a copy of your identity card |
|  | [ ]  | a copy of the official document that proves that the name on your diploma differs from the name on your identity documents (e.g. a marriage certificate) |
|  | [ ]  | a copy of a valid supporting document which exempts you from payment. More information about supporting documents that are eligible for exemption from payment is available at <https://www.naricvlaanderen.be/en/naric-vlaanderen>.  |
|  | [ ]  | a copy of your certificate proving your internships. This attestation shall at least contain information about the period and content of the internship, the department where you did the internship, an assessment of your internship and the tasks you performed |
|  | [ ]  | a copy of the documents proving your relevant work experience |
|  | [ ]  | a copy of official documents that prove you completed additional training |
|  |
|  | annex for a secondary education application |
|  | [ ]  | a mark sheet of the final exam or the report of the final year of secondary education |
|  | [ ]  | a certificate of completion of a part of a higher education programme if applicable |
|  |
|  | annexes for a higher education application |
|  | [ ]  | a copy of the diploma supplement. This is an overview of all subjects taken, with the achieved outcome and the number of teaching periods. |
|  | [ ]  | a copy of the official study programme describing the content of the subjects *(mandatory for a specific recognition, or when requested by NARIC-Vlaanderen)* |
|  | [ ]  | if available: a copy of the document describing the learning outcomes of your programme of study *(mandatory for a specific recognition, or when requested by NARIC-Vlaanderen)* Are the learning outcomes of your programme of study available? |
|  | [ ]  | yes | [ ]  | no |
|  | [ ]  | a copy of your dissertation |
|  | [ ]  | a copy of your list of publications |
|  | [ ]  | a copy of your portfolio |
|  |
|  | other relevant supporting documents |
|  | [ ]  | another supporting document, namely: |       |
|  | [ ]  | another supporting document, namely: |       |
|  | [ ]  | another supporting document, namely: |       |
|  |
|  | Translated annexes in Dutch, English, French or German |
|  |
| 21 | Tick below which translated annexes you add to your application.If your original supporting documents are not in Dutch, English, French German or African, you must add a copy of the sworn translation to your application. This translation may be in Dutch, English, French or German. Only your diploma or certificate must be translated into Dutch by a translator who is sworn in at a Belgian court. The translation of your diploma or study certificate must meet a number of requirements. The instructions for translators can be found on our website: https://www.naricvlaanderen.be/en/submitting-an-application**Please note!** If you have sworn translations made, you must pay for these translations yourself. |
|  |
|  | **supporting document translated into Dutch, English, French or German by a translator who is sworn in at a Belgian court.** |
|  | [ ]  | a copy of the translation into Dutch, English, French or German, of your diploma or certificate by a translator who is sworn in at a Belgian court  |
|  | [ ]  | a copy of the translation into Dutch, English, French or German of the diploma supplement by a translator who is sworn in at a Belgian court |
|  | [ ]  | a copy of the translation of the mark sheet of the final exam or the report of the final year of secondary education by a translator who is sworn in at a Belgian court |
|  |
|  | **supporting documents translated into Dutch, English, French or German by a sworn translator**  |
|  | [ ]  | a copy of the sworn translation of your identity card |
|  | [ ]  | a copy of the sworn translation of the proof of successful completion of part of a higher education programme, if applicable. |
|  | [ ]  | a copy of the sworn translation of the official document that proves that the name on your diploma differs from the name on your identity card (e.g. a marriage certificate) |
|  |
|  | **supporting documents which you translated yourself into Dutch, English, French or German** |
|  | [ ]  | an abstract of the official study programme, with a description of the content of the subjects.You can make this translation into Dutch, English, French or German yourself. The abstract for each subject must be five to ten lines long. |
|  | [ ]  | an abstract of the document with the description of the learning outcomes of your programme of study. You can make this translation into Dutch, English, French or German yourself. |
|  | [ ]  | an abstract of the dissertation and the bibliography.You can make this translation into Dutch, English, French or German yourself. The abstract must be approximately five to ten pages long. For more information on the requirements that this summary must meet, please visit our website: https://www.naricvlaanderen.be/en/submitting-an-application. |
|  | [ ]  | a copy of the translation of the certificates proving your internships.You can make this translation into Dutch, English, French or German yourself. |
|  | [ ]  | a copy of the translation of the certificates proving your work experience.You can make this translation into Dutch, English, French or German yourself. |
|  |
|  | **other relevant supporting documents which you translated yourself into Dutch, English, French or German** |
|  | [ ]  | other translated supporting document, namely: |       |
|  | [ ]  | other translated supporting document, namely: |       |
|  | [ ]  | other translated supporting document, namely: |       |
|  |
|  | Signature |
|  |
|  | Signature by the diploma holder |
|  |
| 22 | **Sign your application.** |
|  | I confirm that all the information on this form and in the annexes, if any, is correct and that all the appended documents are copies of authentic documents.I authorise NARIC-Vlaanderen to verify the authenticity of my documents with the bodies which are able to establish this. I am aware that NARIC-Vlaanderen may request the original diploma.I authorise NARIC-Vlaanderen to request other documents within the context of the examination of the equivalence of my diploma.I authorise NARIC-Vlaanderen to transfer my application to third parties within the context of an examination.I am aware that my application will be officially closed if any lacking documents have not been submitted at the latest six months following submission of the application. I am aware that in this case I will have to submit a new application and will therefore have to pay again to re-start the procedure. I know that NARIC-Vlaanderen hands my file over to the public prosecutor for criminal prosecution when fraud is found in one or more documents and that forgery is a criminal offence in Belgium. |
|  | date | day |    | month |    | year |      |  |
|  | signature | Read and approved,      |
|  | first and last names |       |
|  |

|  |  |
| --- | --- |
|  | Signature by the intermediary, if any |
|  |
| 23 | **If you submit your application via an intermediary, you must have this form signed by this intermediary as well**. |
|  | date | day |    | month |    | year |      |  |
|  | signature |       |
|  | first and last names |       |
|  |
|  | Where to send this form? |
|  |
| 24 | Send this by e-mail to naric.attesten@vlaanderen.be together with the necessary documents.Instructions for compiling the file can be found on our website <https://www.naricvlaanderen.be/en/naric-vlaanderen>.It is very important that you apply the instructions correctly otherwise we will not accept the application.All communication with Naric-Vlaanderen is via e-mail.  |
|  |
|  | What will happen now to your application? |
|  |
| 25 | NARIC-Vlaanderen will send you an acknowledgement of receipt with a request for payment. If you belong to one of the categories of applicants who are exempted from payment, you will only receive an acknowledgement of receipt.The recognition examination will not start until your application is complete and you have paid the amount due, if any.  |