

Hochschule RheinMain – University of Applied Sciences and Arts is responsible for the recognition of foreign university degrees in Hesse for the following professions:

- **specialist in day care facilities for children**
- **state-recognized social worker,**
- **state-recognized teacher for special needs education,**
- **state-recognized childhood educator**

This information sheet outlines the recognition procedure.

1. What is the recognition procedure about?

If you have completed a higher education degree in social work, pedagogy, special needs education or childhood education 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.

The recognition can be issued, if the university degree is equivalent to a respective German university degree and if it qualifies you to work in a similar profession in your home country.

2. If there are substantial differences between your foreign higher education qualification and the corresponding German higher education qualification, these may, where appropriate, be compensated by suitable compensation measures. The recognition authority determines these measures. You must successfully complete them and provide proof of completion to obtain recognition. **Free advisory services on the recognition procedure**

- Learn about the recognition of your qualification on the multilingual website
- <https://www.anerkennung-in-deutschland.de/en/interest/finder/profession>
- Before submitting your application, contact the free advisory service offered by the iQ network. You will find out whether a recognition is necessary or not, the documents you need, where to apply and how much it costs. Please contact a recognition information center near you. Find contact details at:

<https://www.hessen.netzwerk-iq.de/angebote/angebote-fuer-personen-mit-auslaendischer-berufsqualifikation/anerkennungsberatung.html>

- 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 profession 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 specialist in day care facilities for children.**

For this application, the following requirements must be met:

- You need a higher education degree in education 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, special needs education or childhood education sector, **apply to be recognized as**
 - **state-recognized social worker,**
 - **state-recognized teacher for special needs education,**
 - **state-recognized childhood educator.**

For this application, the following requirements must be met:

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

3.2. Required documents for 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>

To send an application by mail, please use the application form at <https://www.hs-rm.de/en/ueber-uns/organisation/hochschulverwaltung/paq-pruefungswesen-erkennung-qualitaetssicherung/recognition-office-for-foreign-educational-qualifications>. Please send the completed application form, dated and signed, by mail. It is **not** possible to apply by email.

In addition, we need the following documents that you can either upload with your online application or add to your postal application. Please note that all documents not issued in German must also be accompanied by a translation and/or transliteration (see section 3.3).

- Updated, complete, detailed CV
- Identification (passport or identity card)
- Foreign school and training certificates (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 they are relevant for recognition
- If your profession is a regulated profession in your home country: 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)
- Upon request of the recognition center, you might have to provide further proof.

Proof of language skills are not 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 B2 level when starting the compensation measures.

3.3. Translation / Transliteration

- German translation

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 <http://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, if applicable, 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	Transliteration	Translation into English
Предучилищна и начална училищна педагогика	Predučilišna i načalna učilišna pedagogika	Pre-school and primary school pedagogy

4. Procedure

4.1. Confirmation of receipt

Within a month 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, we will review and decide 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 that can be compensated, you will receive a recognition notice that states the differences and defines necessary compensation measures. To obtain recognition, you must successfully complete and provide proof of these compensation measures.

4.3. Decision on recognition after compensation measures

When you completed all compensation measures stated in your recognition notice, please submit proofs. After verifying the proofs, a 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.

Together with the confirmation of receipt, you will receive an invoice for an advance on the processing fee according to section 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).

The coordination of compensation measures for the recognition as state-recognized social worker, childhood educator or teacher for special needs education will cost an average of EUR 600 depending on the work involved. You will receive an invoice from the higher education institution where you complete the compensation measures.

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 in person at their offices in Frankfurt or via 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.

7. Contact

Please mail your applications to

Hochschule RheinMain – University of Applied Sciences and Arts
PAQ – Recognition of foreign professional qualifications
Postfach 3251
65022 Wiesbaden

For questions about the application, please write an email to anerkennung_aeb@hs-rm.de or call during office hours which you can find on our [website](#).

Find answers to frequently asked questions in our [FAQ](#).