



Partial equivalence of vocational qualifications

Requirements

- ✓ The employee has a notice of partial equivalence (teilweise Gleichwertigkeit) from IHK FOSA (the IHK Foreign Skills Approval competence centre) or a HWK (Chamber of Crafts)
- ✓ An adaptation qualification plan (Anpassungsqualifizierungsplan) has been prepared
- ✓ The actions in the adaptation qualification plan have been successfully completed.
- ✓ The completed actions are documented as per the adaptation qualification plan (certificate of completion, letter of reference, etc.)

Next steps

1. The next step is to make a follow-up application to IHK FOSA or the local HWK. The following documents are required for this:
 - Completed and signed follow-up application for IHK FOSA or local HWK
 - Copy of initial decision (partial equivalence notice)
 - New evidence in colour copy (in the language of the country of origin and in German translation by publicly appointed or sworn interpreters or translators)
2. Fees (approx. EUR 100-300, billed after approx. 4 weeks) must be paid
3. Processing by the recognition office (duration approx. 1-3 months)
4. Receipt of full equivalence of the professional qualification

Support

- Lena Egbers (lena.egbers@deutschebahn.com)
- Optional: [Suki project](#)

Additional information

- The follow-up application can be submitted to IHK FOSA by e-mail: info@ihk-fosa.de
- Submitting the follow-up application to the local HWK