

## QUALIFICATIONS EQUIVELANCY (QE) SERVICE

The Education system in Germany is completely different from the education systems in USA, UK and France and due to this fact; any qualified foreign professional must get his/her qualification compared or equivalent with the German standard education system at the relevant German authority.

This procedure is called **Qualifications Equivalency (QE)**. It is actually the only lengthy process across the candidate's path to Germany, which generates at the end of the Equivalency procedure a certificate called **Statement of Comparability** that proves the candidate's credentials are equivalent to the German standard. At this point, **ASDAM's** comes in to make it easier for its candidates, by:

1. Initiating the procedure in behalf of the candidate
2. Follow up on the application and procedure with the competent German Authority
3. Receiving and handing over the *Statement of Comparability* to the candidate through **ASDAM** and its local Agent

### QE PROCEDURE DURATION

The duration of the QE procedure is 1-2 months for Engineers and IT and 3-4 months for Hospitality professionals. It can be implemented after the candidate's official registration with ASDAM and in parallel with his/her candidate's German Language training course, if required, provided that the candidate submits all the required documents along with the procedure fees to ASDAM through the local Agent.

### REQUIRED DOCUMENTS

1. Candidate's updated CV in English with photo signed and dated by the candidate.
2. Candidate's valid Passport copy
3. The required level (A2 or B1) of German Language certificate issued from Goethe Institute in the country of residence, if required.
4. True copy of the candidate's originally issued qualification (degree) and transcript(s).
5. True copy of the candidate's qualification, transcript(s) and certifications (if available) translated into German Language or English and duly attested and stamped by the relevant authorities in the country of residence.
  - A legal German Language translator
  - Education authority in the country of origin
  - Exterior Ministry in the country of origin
  - German Embassy or Consulate in country of origin.
6. An information undertaking written, dated and signed by the candidate stating that all provided information in the CV and the submitted documents are being, true and correct (*Template is provided by ASDAM*).
7. Motivation Letter or letter of interest written and signed by the candidate. (*sample is provided by ASDAM*).

8. Power of Attorney, written, dated and signed by the candidate. No need for any authority attestation. (*Template is provided by ASDAM*).
9. Previous work experience reference/letters.
10. Short courses of training, workshops and/or seminars certificates.

#### **QUALIFICATIONS EQUIVALENCY PROCEDURE**

QE procedure is initiated by ASDAM right after the candidate's official registration with ASDAM and in parallel with the candidate's German Language Training course, if required, as follows:

1. Local Agent pays to ASDAM, in behalf of the candidate, the allocated fee of initiating **QE** Procedure.
2. The duration of the QE procedure is and 1-2 months for IT and Engineers and 3-4 months for Hospitality.
1. The Local Agent pays, in behalf of the candidate, to ASDAM, the allocated fee at the initiation of the procedure.
2. The Local Agent pays, in behalf of the candidate, to ASDAM, the allocated fee at achievement of the *Statement of Comparability* certificate from the German competent authority
3. ASDAM delivers the *Statement of Comparability* certificate received from our German Agency to the candidate's Local Agent.