



Statement of Comparability for university degrees

This guide provides information on the application for a Statement of Comparability at the Central Office for Foreign Education (ZAB).

Application – step by step

1. Make sure that the ZAB can issue a Statement of Comparability for your type of degree (see following page).
2. Fill out the application form on the ZAB website.
3. Print out the application form.
4. Sign the application form.
5. Compile the documents (photocopies and translations) that are required for your Statement of Comparability – our checklist will help you.
6. Send your application form along with the documents to the ZAB address on the front page of the application form by post.

Please note

Please **do not submit original documents**. Please only send photocopies. Whether documents need to be certified or translated is indicated in the checklist.

- regular photocopy (a photocopy which you can make yourself)
- certified photocopy (a photocopy certified by a notary public or public authority)

We will return your documents to you together with the Statement of Comparability. We assume no liability for unsolicited original documents.

Further information on certified photocopies and translations can be found on the ZAB website.

Please consider the environment and do not submit **folders or plastic sheet protectors**.

Which degrees can a Statement of Comparability be issued for?

A Statement of Comparability can be issued for the following degrees

- Bachelor
- Master
- PhD

The ZAB can only issue a Statement of Comparability if your university was recognized at the time of your graduation.

A Statement of Comparability cannot be issued for the following degrees

- Certificate
 - Diploma / National Diploma ...
 - Higher National Diploma / Advanced Diploma ...
 - Postgraduate Diploma
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Checklist

This checklist helps you compile the required documents. You do not need to submit it with your application.

These documents are required for a Statement of Comparability

- Application form with your signature
- Official diploma (degree award certificate) in English as a certified photocopy

If your university has not issued an official diploma, please submit a certified photocopy of the graduation certificate (Statement of Results, Preliminary Certificate of Results) stating the degree you were awarded, the date the degree was awarded, and your final grade. The Statement of Comparability will include the information that the official diploma was not submitted and the academic degree can only be used when the official diploma has been issued. This does not influence the evaluation of your degree.
- Academic Transcript / Transcript of Records in English as a certified photocopy or in a sealed envelope sent to the ZAB directly by the university
- Secondary school graduation certificate as a regular photocopy
- Identity document (passport or identity card) as a regular photocopy

These documents are required only if the following applies to you

Did you obtain any previous degrees?

The ZAB needs documents regarding your entire time in higher education. For example, if you need an evaluation of a master's degree, you have to submit the documents regarding your bachelor's degree, too.

- Official diplomas of all previous degrees in the original language(s) as regular photocopies
- Transcripts of records or Diploma Supplements of all previous degrees in the original language(s) as regular photocopies

Did you transfer credits from another degree program, vocational training, or other qualifications?

If you, for instance, transferred to another university, you have to submit the transcript of records of the previous university, too.

- Proof of the transferred credits as a regular photocopy

Has your name changed since your diploma was issued (e.g. through marriage)?

- Official proof of name change (e.g. marriage certificate) as a regular photocopy

Are you a recognized refugee or asylum seeker?

It may be necessary for the ZAB to check the authenticity of your documents. For this purpose, we may have to obtain information from the relevant institutions in your home country. If you do not agree to this, we will require:

- Refugee ID or asylum notice as a regular photocopy

Do you need the Statement of Comparability for a Blue Card application?

- Employment contract or written confirmation of employment from the employer as a regular photocopy

Additional documents & information

If we need additional documents or information to evaluate your degree, we will contact you by email. Please check your email regularly.

We are looking forward to your application. If you have any questions, please consult the ZAB website or contact our support team.