

## **Statement of Comparability for university degrees: Checklist**

### **You can apply for a Statement of Comparability for the following degrees**

- Licenciado/a
- Mestre/a
- Doutor/a

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

### **The following degrees are not equivalent to a German bachelor's degree**

The ZAB can issue Statements of Comparability for the following degrees, but they will be evaluated as below the level of a German bachelor's degree.

- Bacharel/a

## Documents for the application

Only submit photocopies of your documents. The only original document we need is the application form with your signature.

Do not submit translations.

Entregue cópias dos documentos. Só precisamos do formulário de solicitação original com a sua assinatura.

Não entregue traduções.

Application form	
<input type="radio"/>	<p><b>Application form for a Statement of Comparability</b> with your original signature</p> <p>If you want us to evaluate more than one university degree, fill in a separate application form and submit a separate application for each degree.</p> <p>Formulário de solicitação para avaliação do diploma</p>

University degree to be evaluated	
<input type="radio"/>	<p><b>University diploma</b> in Portuguese</p> <p>Diploma ou Certificado de conclusão</p>
<input type="radio"/>	<p><b>Transcript of records for the entire degree program</b> in Portuguese</p> <p>Certificado das disciplinas concluídas</p>

○	<p><b>Documents regarding transferred credit</b> in the original language</p> <p><u>only if</u> you transferred credit that counted toward your degree, e.g. from another degree program or vocational training</p> <p>Example: If you transferred to another university, you have to submit the transcript of records from your first university as well.</p> <p>Comprovante de aproveitamentos reconhecidos</p>
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<b>Previous university degrees</b>	
	<p>Example: If you want us to evaluate your master's degree, you have to submit the following documents regarding your bachelor's degree as well.</p>
○	<p><b>University diploma</b> in the original language</p> <p><u>and</u></p>
○	<p><b>Transcript of records <u>or</u> diploma supplement</b> in the original language</p> <p><u>only if</u> you have any previous university degrees</p> <p>Diploma ou Certificado de conclusão</p> <p><u>e</u></p> <p>Certificado das disciplinas concluídas</p>
○	<p><b>Documents regarding transferred credit</b> in the original language</p> <p><u>only if</u> you transferred credit, e.g. from another degree program or vocational training, that counted toward any previous university degrees</p> <p>Comprovante de aproveitamentos reconhecidos</p>

Secondary school	
○	<p><b>Secondary school graduation certificate</b> in the original language</p> <p>Certificado de habilitações do ensino secundário / ensino geral</p>

Miscellaneous documents	
○	<p><b>Identity document</b> passport or identity card</p> <p>Passaporte</p>
○	<p><b>Proof of name change</b> (e.g. marriage certificate) in the original language</p> <p><u>only if</u> your name has changed</p> <p>Comprovante de alteração do nome</p>
○	<p><b>Refugee ID or asylum notice</b></p> <p><u>only if</u> you are recognized as a refugee or an asylum seeker and do <u>not</u> agree to the ZAB verifying the authenticity of your documents by contacting any relevant institutions</p> <p>Cartão de identidade de refugiado / Decisão sobre asilo político</p>
○	<p><b>Employment contract <u>or</u> written confirmation of employment</b> from your future employer in Germany</p> <p><u>only if</u> the Statement of Comparability is required to apply for a Blue Card visa</p> <p>Contrato de trabalho / Resposta afirmativa de emprego</p>

## **Additional information**

### **Additional documents**

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

We reserve the right to ask you to submit original documents if necessary.

### **Photocopies**

Only submit photocopies of your documents. You can make these photocopies yourself. The only original document we need is the application form with your original signature. Do not submit any other original documents unless we explicitly ask you to do so. We assume no liability for unsolicited original documents.

Make sure your photocopies are legible and complete.

Do not submit folders or plastic sheet protectors.

### **Translations**

Only submit translations if they are listed in the checklist.

A degree is evaluated based on the documents in the original language, even if we ask for translations. Therefore, do not submit translations without submitting the documents in the original language as well.

Your documents can be translated in or outside of Germany as long as the translator is certified for the respective language, authorized, or publicly sworn. You can search for translators in Germany in the state administrations of justice's database of translators and interpreters (Dolmetscher- und Übersetzerdatenbank der Landesjustizverwaltungen).

### **We look forward to your application.**

If you have any questions, please visit our website or contact our support team.