

## Statement of Comparability for university degrees from Togo: Checklist

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

- Licence
- Maîtrise
- Diplôme d'Études Approfondies
- Diplôme d'Ingénieur
- Master
- Doctorat

The ZAB can only issue a Statement of Comparability if your degree program and university were accredited or recognized at the time of your graduation. For more information visit <https://edusup.gouv.tg/>

**The ZAB does not issue Statements of Comparability for the following degrees**

- Brevet de Technicien Supérieur (B.T.S.)
- Diplôme de Technicien Supérieur (D.T.S.)
- Diplôme Universitaire de Technologie (D.U.T.)
- Diplôme d'Études Universitaires Générales (D.E.U.G.)
- Baccalauréat

## 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.

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>

University degree to be evaluated	
<input type="radio"/>	<p><b>University diploma</b> (Diplôme) in the original language</p> <p>If your university has not issued an official diploma, you can submit a graduation certificate (attestation de réussite) stating the degree you were awarded and your final grade instead. The Statement of Comparability will include a note to that effect and the academic degree can only be used once the official diploma has been issued. This does not change how your university degree will be evaluated.</p>
<input type="radio"/>	<p><b>Transcript of records for the entire degree program</b> (Relevé de notes) in the original language</p>
<input type="radio"/>	<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 (e.g. D.T.S., D.U.T., D.E.U.G.) 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>

### Previous university degrees

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.

- University diploma**  
in the original language  
and
- Transcript of records or diploma supplement**  
in the original language  
only if you have any previous university degrees

- Documents regarding transferred credit**  
in the original language  
only if you transferred credit, e.g. from another degree program or vocational training, that counted toward any previous university degrees

### Secondary school

- Secondary school graduation certificate**  
(Baccalauréat)  
in the original language

### Miscellaneous documents

- Identity document**  
passport or identity card
- Proof of name change**  
(e.g. marriage certificate)  
in the original language  
only if your name has changed

○	<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><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>

## 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.