



Statement of Comparability for university degrees from the USA

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)
- official transcript of records

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 of Arts/ Science etc.
- Master of Arts/ Science etc.
- Doctor of Philosophy etc.

The ZAB can only issue a Statement of Comparability if your public or private college/university was regionally accredited at the time of your graduation. For more information, see: www.chea.org/search-institutions

The regional accreditation organizations in the USA are:

- Northwest Commission on Colleges and Universities (NWCCU)
- New England Association of Schools and Colleges Commission on Institutions of Higher Education (NEASC-CIHE)
- Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
- Middle States Commission on Higher Education (MSCHE)
- Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges (ACCJC)
- WASC Senior College and University Commission (WSCUC)
- Higher Learning Commission (HLC)

You can apply for a Statement of Comparability for your bachelor's degree if

- the degree program was at least a four-year program,
- you were generally enrolled as a full-time student,
- you completed the degree program according to the degree requirements,
- you were enrolled at a recognized, regionally accredited college/university.

In addition, the degree program should have an academic focus. Therefore, the ZAB can only evaluate your degree after you have submitted your "Official Transcript of Records."

A Statement of Comparability cannot be issued for the following degrees

- Associate
- Certificate
- Diploma

These degrees are below the level of a bachelor's degree in the USA.

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 transcript of records stating the academic degree and the date it was conferred in an envelope sealed by your college / university submitted to us by post

or

an electronic version of the official transcript either provided to us as a download by your college / university or by their authorized transcript service sent to our email address zabservice@kmk.org by your college / university or by their authorized transcript service

We cannot accept an electronic transcript that is sent to us by the applicant. Please ask your college / university to email the electronic transcript to us only after you have received a registration number for your ZAB application.

- Identity document (passport or identity card) as a regular photocopy
- High school diploma as a regular photocopy

If you do not have your high school diploma any more, you can submit a regular photocopy of your official high school transcript that shows the date your high school diploma was awarded.

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 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.