

Statement of Comparability for university degrees from the USA: Checklist

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

- Associate of Arts / Science / ...
- Bachelor of Arts / Science / ...
- Master of Arts / Science / ...
- Doctor of Philosophy / ...

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 visit www.chea.org/search-institutions

The eligible regional accreditation organizations in the USA are:

- Northwest Commission on Colleges and Universities (NWCCU)
- New England Commission of Higher Education (NECHE)
- 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 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.

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

- Certificate
- Diploma

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>Application form for a Statement of Comparability 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>Official transcript of records stating the awarded degree and the date it was awarded</p> <p>The transcript has to be submitted to the email address zabservice@kmk.org by your university or by their authorized transcript service. It is not sufficient to email the transcript to us yourself. Do not have the transcript submitted until you have received a registration number for your ZAB application.</p> <p>If your university does not issue an electronic transcript, please submit the official transcript to the ZAB by post in an envelope sealed by your university.</p>

○	<p>Documents regarding transferred credit 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>
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Previous university degrees

	<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>University diploma in the original language</p> <p><u>and</u></p>
○	<p>Transcript of records <u>or</u> diploma supplement in the original language</p> <p><u>only if</u> you have any previous university degrees</p> <p>For any previous university degrees from the USA or Canada it is sufficient to submit photocopies of the official transcripts of records stating the awarded degrees and the dates they were awarded.</p>
○	<p>Documents regarding transferred credit 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>

Miscellaneous documents

○	<p>Identity document passport or identity card</p>
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○	<p>Proof of name change (e.g. marriage certificate) in the original language</p> <p><u>only if</u> your name has changed</p>
○	<p>Refugee ID or asylum notice</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>Employment contract <u>or</u> written confirmation of employment 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.