



Consultation form

Please fill in this form and return it by
e-mail to servicestelle-erkennung.soz@muenchen.de or by fax to +49 (0)89/ 233-40683

Personal data																	
Male: <input type="checkbox"/>		Female: <input type="checkbox"/>		Diverse: <input type="checkbox"/>		Not specified: <input type="checkbox"/>											
First name: <input type="text"/>				Surname: <input type="text"/>													
Date of birth: <input type="text"/>				Address: <input type="text"/>													
Phone: <input type="text"/>				E-mail: <input type="text"/>													
How do you want to receive advice?		E-Mail <input type="checkbox"/>		Phone <input type="checkbox"/>		In person <input type="checkbox"/>		Online meeting <input type="checkbox"/>									
What do you need the recognition for?		<input type="checkbox"/> I want to work in my profession as <input type="text"/> <input type="checkbox"/> I want to study at University in Germany <input type="checkbox"/> I want to start a vocational training (Ausbildung)															
Nationality: <input type="text"/>				Year in which you entered Germany: <input type="text"/>													
Residence permit valid until: <input type="text"/>				Aufenthaltserlaubnis §: <input type="text"/>													
Are you a refugee / asylum seeker? Yes <input type="checkbox"/> No <input type="checkbox"/> Are you a German resettler ("Spätaussiedler*in") <input type="checkbox"/>																	
What knowledge of German do you have?				None <input type="checkbox"/>		A1 <input type="checkbox"/>		A2 <input type="checkbox"/>		B1 <input type="checkbox"/>		B2 <input type="checkbox"/>		C1 <input type="checkbox"/>		C2 <input type="checkbox"/>	
Do you have a German language certificate? Yes <input type="checkbox"/> No <input type="checkbox"/>																	
Are you currently working?		No <input type="checkbox"/>		Full time <input type="checkbox"/>		Part time <input type="checkbox"/>		Minijob <input type="checkbox"/>		Other: <input type="text"/>							
Are you receiving financial support from?				Jobcenter <input type="checkbox"/>		Agentur für Arbeit <input type="checkbox"/>		Other: <input type="text"/>									

Details of the qualification(s) you obtained abroad	
First qualification	
Foreign qualification in the original language: degree and course of studies (e.g. Specialist z informatyky / Ptychio Ekonomikon / Licenciado en Educación / Karshenasi mohandesi): <input type="text"/>	
German translation of the degree / qualification (degree and course of studies): <input type="text"/>	
Name of the educational institution: <input type="text"/>	Country: <input type="text"/>
Duration in number of years: <input type="text"/>	Year of completion: <input type="text"/>
Do you have an official German translation of your certificate? Yes <input type="checkbox"/> No <input type="checkbox"/>	



Second qualification (if existent)	
Foreign qualification in the original language (degree and course of studies): <input type="text"/>	
German translation of the degree / qualification (degree and course of studies): <input type="text"/>	
Name of the educational institution: <input type="text"/>	Country: <input type="text"/>
Duration in number of years: <input type="text"/>	Year of completion: <input type="text"/>
Do you have an official German translation of your certificate? Yes <input type="checkbox"/> No <input type="checkbox"/>	

Other information
Have you already worked in your profession(s)? If so, for how many years and in which country? <input type="text"/>
How did you learn about our recognition advisory service? <input type="text"/>
Would you like to tell us anything else? <input type="text"/> <input type="text"/>

Important information

→ ☐ Yes, I would like that the Servicestelle zur Erschließung ausländischer Qualifikationen (Foreign Qualification Advisory and Support Service) send me important information (such as job offers, legal changes, events of relevance to my trade/profession) by e-mail. Your consent to this can be revoked anytime you wish to do so, just write us an e-mail to: servicestelle-erkennung.soz@muenchen.de

Declaration of consent under data protection law

→ ☐ I hereby accept that Landeshauptstadt München (City of Munich), Servicestelle zur Erschließung ausländischer Qualifikationen (Foreign Qualification Advisory and Support Service) will collect, process and store my personal data needed to provide me with advice. We observe data protection regulations, namely the General Data Protection Regulation (GDPR) and the Bavarian Data Protection Act (Bayerisches Datenschutzgesetz BayDSG). The Servicestelle zur Erschließung ausländischer Qualifikationen (Franziskanerstr. 8, 81669 München, servicestelle-erkennung.soz@muenchen.de, phone 089 233 40520) takes responsibility for processing of data. The Data Protection Officer of the City of Munich can be reached by post at Marienplatz 8, 80331 Munich, or by e-mail at datenschutz@muenchen.de. The data are collected in order to provide the best advisory services. All collected data will also be pseudonymized and statistically evaluated in order to improve our services continuously. All pseudonymized data will additionally be evaluated statistically by the IQ network and these data cannot be traced back to any individual.

→ Five years from the date of the collection, your data will be stored with the Servicestelle zur Erschließung ausländischer Qualifikationen. The GDPR provides the following rights for individuals: When processing your personal data, you are entitled to receive information concerning the data stored in relation to your person. If incorrect data have been processed you have the right to ask for it to be corrected. You are entitled to request for the deletion of personal data if the continued processing of those data is not legally justified. In addition, you can also file an objection against the processing of such data. If you wish to exercise these rights, the Servicestelle zur Erschließung ausländischer Qualifikationen is obliged to check whether the legal requirements are satisfied. Furthermore, you have the right to appeal the processing and therefore can contact the Bavarian data protection officer. Your consent to this data protection with Servicestelle zur Erschließung ausländischer Qualifikation can be revoked anytime you wish to do so. Such revocation, however, will not have any retrospective effect on the legitimacy of the data that have been previously processed prior to the revocation. **Without my consent, it is not possible to receive advice.**