



Department for the Recognition of Foreign Educational Qualifications Recognition of foreign school leaving certificates

How can I contact the certificate recognition office?

1. By email: zeugnisanerkennung@rlsb-lq.niedersachsen.de
2. By post: RLSB Lüneburg
Dez. Z, Fachbereich Anerkennungsverfahren
Postfach 21 20
21311 Lüneburg
3. By phone: +49 (0)4131 15-2626
Monday, Tuesday & Thursday from 9 a.m. to 12 p.m. and from 2 p.m. to 4 p.m.
Friday from 9 a.m. to 12 p.m.

How do I make an application?

Please fill in the application form and post it to the address provided, along with the documents listed in the form.

You can find application forms here: <https://bildungsportal-niedersachsen.de>

Who can apply?

You can apply for recognition of your school leaving certificate if you...

- ... live in Lower Saxony or
- ... live abroad and have a training position or job offer in Lower Saxony.

When can I not submit an application?

We are **not** responsible for your application if you...

- ... want to study at a college or university.
Please contact the college or university directly.
- ... want to attend school in Lower Saxony.
Please contact the school directly.
- ... want to enter a full-time course of study at a vocational school in Lower Saxony. (e.g. as a nurse, childcare worker, or educator).
Please contact the vocational school directly.
- ... live in another German state.
Please contact the certificate recognition office of the relevant state.

How long does processing take?

Approximately 4 to 6 weeks

How much does it cost to issue a certificate?

Between 50 and 100 €

Is it possible for the fees to be waived?

Yes, this is possible if, for example, you are in receipt of certain benefits, or if you are participating in a voluntary social year (FSJ) or the Federal Volunteers Service (BFD).

Please tick the relevant box in section 6 of the application form and send us your **evidence**.

Which documents/records do I need to submit?

1. A **description of your academic career** with these details:
When did you go to school, which school did you attend, and for how many years?
If applicable: when were you a student, at which institution, and for how many semesters?
2. **Certified copies of your school reports** and, if applicable, proof of enrolment in a course of study, with an overview of subjects and grades in the **original language**.
Please do not send originals.



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The copies can be certified by a public authority (e.g. the town hall) or by a notary public. If you are still living abroad, you can contact the German embassy. You can find an overview of translators authorised in Germany online at www.justiz-dolmetscher.de

3. A copy of your **identity documents** (e.g. identity card, passport or residence permit)
4. Official **proof of address** for your place of residence in Lower Saxony or – if you live abroad – proof of a training position or job offer in Lower Saxony.
5. Proof of **change of name** (only if the change of name is not evident from the identity document), e.g. marriage certificate/deed poll in the original language with German translation

Can documents be submitted by email?

The application form and certified reports must be submitted by post. The other documents may be submitted by email.