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**Counselling Questionnaire Recognition Process**

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| **Question** | **Answer** |
| **Surname and name** |       |
| **Do you live in Germany?**  | [ ]  Yes, since:      [ ]  No  |
| **In which city/town do you live?**  |       |
| **What is your nationality?** |       |
| **Which residence permit do you have?** | [ ]  Aufenthaltsgestattung [ ] Duldung [ ]  Aufenthaltserlaubnis[ ]  Niederlassungserlaubnis[ ]  EU-Citizen[ ]  No residence permit (tourist visa, etc.) |
| **Are you an ethnic German repatriate?**  | [ ]  Yes [ ]  No |
| **Do you have a German language certificate?(e.g. A1, A2, B1, B2, C1, C2, …)** | [ ]  Yes [ ]  NoIf yes, which one?       |
| **Do you have a complete university education?**  | [ ]  Yes [ ]  NoIf yes, what did you study?       |
| **Do you have a complete vocational training?**  | [ ]  Yes [ ]  NoIf yes, in which field is your profession in?       |
| **How long did you study? / How long was your training?**  |       |
| **When did you complete your studies / your training?**  |       |

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| **Do you have professional experience abroad / in Germany?**  | [ ]  Yes [ ]  NoIf yes, in which country?     For how long?      Profession:       |
| **Have you already submitted an application for recognition of your professional qualifications?**  | [ ]  Yes [ ]  NoIf yes, where?       |
| **What are you doing at the moment? (work, language course, …)?** |       |
| **If you work: Where do you work? How many hours per week do you work?**  |       |
| **Are you registered at the Employment Agency or the Jobcentre?**  | [ ]  Yes, at the Employment Agency[ ]  Yes, at the Jobcentre[ ]  No |
| **Do you receive any money from the Employment Agency or the Jobcentre?**  | [ ]  Yes [ ]  No |
| **Why do you need the recognition of your qualifications (e.g. training, better pay, higher position, …)?**  |       |
| **In what kind of field / job are you interested in for your future employment?**  |       |
| **Where did you hear about us?**  |       |

**Please send this questionnaire and these documents via e-mail:**

* **Certificate/Diploma and diploma supplement (list of grades/exams/subjects), and German translations, only if you already have German translations.**

*Please do not send us separate pages. Please send one PDF-file for each document. For example: one PDF-file with all pages of the diploma supplement. Please name the PDF-file “diploma supplement”.*

* **Detailed CV**
	+ - **If you already have applied for recognition of your qualification: Letters and documents from the recognition office**
* **If you have any: Reference letters of professional experience / employment certificates**
* **Passport / residence permit**

**Please send the documents to:** **anerkennungsberatung@wifo-passau.de**