

<b>Anerkennungsstelle für internationale Lehrkräftequalifikation .....</b>	<b>2</b>
<b>Address .....</b>	<b>2</b>
<b>Mailing address .....</b>	<b>2</b>
<b>Contact .....</b>	<b>2</b>
<b>Barrier-free access .....</b>	<b>2</b>
<b>Opening hours .....</b>	<b>2</b>
<b>Transportation links .....</b>	<b>2</b>
<b>Payment options .....</b>	<b>3</b>
<b>Applying for recognition of foreign professional qualifications as a teacher .....</b>	<b>4</b>
<b>Prerequisites .....</b>	<b>4</b>
<b>Documents required .....</b>	<b>5</b>
<b>Fees .....</b>	<b>5</b>
<b>Legal basis .....</b>	<b>5</b>
<b>Average time to process request .....</b>	<b>6</b>
<b>More information .....</b>	<b>6</b>
<b>Average time to process request .....</b>	<b>6</b>
<b>Notes on responsibility .....</b>	<b>7</b>

# Anerkennungsstelle für internationale Lehrkräftequalifikation

Senatsverwaltung für Bildung, Jugend und Familie

## Address

Klosterstraße 71  
10179 Berlin

## Mailing address

## Contact

Telephone: (030) 90227-5050

Fax: (030)

E-mail: [anerkennungen.lehrer@senbjf.berlin.de](mailto:anerkennungen.lehrer@senbjf.berlin.de)

## Barrier-free access



Es befinden sich zwei Behindertenparkplätze in der Tiefgarage des Gebäudes. Die Einfahrt ist nur über die Littenstraße möglich. Kunden mit Beeinträchtigungen wird empfohlen, eine Begleitperson mitzubringen!

[Explanation of symbols \(https://service.berlin.de/hinweise/artikel.2699.php\)](https://service.berlin.de/hinweise/artikel.2699.php)

## Opening hours

## Transportation links

### S-Bahn

0.4km [S+U Alexanderplatz Bhf](#)  
S3, S5, S7, S75, S9

### U-Bahn

0.1km [U Klosterstr.](#)  
U2

0.3km [U Rotes Rathaus](#)  
U5

0.3km [S+U Alexanderplatz Bhf](#)  
U8, U5, U2

0.5km [S+U Jannowitzbrücke](#)  
U8

### Bus

0.2km [Jüdenstr.](#)  
248, 300

0.2km [Littenstr.](#)

248, 300

0.3km [Nikolaiviertel](#)

N8, N40, N60, N65, 200, 248, N2, N42

0.3km [S+U Alexanderplatz Bhf/Grunerstr.](#)

248, 300

0.4km [Alexanderstr.](#)

N60, N65, 300

 **Tram**

0.4km [S+U Alexanderplatz Bhf/Gontardstr.](#)

M5, M4, M6

0.4km [S+U Alexanderplatz Bhf/Dircksenstr.](#)

M2

0.5km [U Alexanderplatz \[Tram\]](#)

M5, M4, M6

 **Train**

0.4km [S+U Alexanderplatz Bhf](#)

RE1, RB23, RE2, FEX, RE7, ILA

## Payment options

Eine Bezahlung ist nicht vorgesehen

# Applying for recognition of foreign professional qualifications as a teacher

The task of teachers is to prepare and conduct lessons at different types of schools. In Berlin these are

- Primary schools
- Integrated secondary schools and grammar schools
- Vocational schools and
- Special schools

The school types can be called or divided differently depending on the federal state.

Teachers teach and educate children, young people and adults of different ages. During lessons, they impart knowledge and subject-related skills to pupils. Teachers also encourage independent thinking and working. Education includes encouraging and supporting pupils in professional and personal matters as well as imparting socially accepted behaviour and value systems.

The profession of 'teacher' is regulated by the state in Germany. You must fulfil special qualifications and requirements. You can then obtain a 'qualification for a teaching profession'. With the 'Befähigung für ein Lehramt' you can work as a teacher in Germany.

You can also work as a teacher (m/f/d) in Berlin with a professional qualification from abroad. To do this, you must have your professional qualification recognised.

## Procedure

1. If you would like to work as a teacher with a qualification from another country, you must first have your qualification recognised. You can only submit the application online. Please complete the application and send all the necessary documents with it.
2. The competent authority will check your details and ask if anything is still missing. You will receive instructions on the further procedure and will be informed of the status of your application by e-mail.
3. If all conditions are met and all documents are available, you will receive a decision and, if applicable, a fee invoice by post. If not all conditions or documents have been met, your application will be rejected. In this case, you can also read the reason for the rejection in the notification from the competent authority.

## Prerequisites

- **Foreign professional qualification as a teacher for public schools**  
You have a fully completed professional qualification as a teacher from abroad
- **Place of work Berlin**  
You want to work as a teacher in public schools in the state of Berlin

## Documents required

- **Application for recognition of foreign training as a teacher**  
You can only submit your application online.
- **Identity document**  
Passport or identity card
- **Curriculum vitae**  
Curriculum vitae in tabular form with date and signature
- **Marriage certificate**  
Marriage certificate or other proof of name change
- **Proof of training**
  - Certificate of higher education entrance qualification
  - Certificates, documents and any other evidence required abroad in order to obtain the professional qualification as a teacher there
  - Subject and grade overviews (diploma supplement, transcript, study book, etc.)
- **Proof of employment (if available)**  
Certificate confirming the duration and scope of your teaching activities, including details of the subjects and year groups you have taught; only activities within the last ten years will be taken into account.
- **Language certificate (if already available)**  
Goethe-Zertifikat C2 - Grand German Language Diploma
- **Recognition or equality notice, if applicable**  
Notifications on the recognition and/or equalisation of foreign training as a teacher, if another state of the Federal Republic of Germany has already made a decision
- **Translations of the documents**  
(<https://www.justiz-dolmetscher.de/>)
  - German translations must also be submitted for all documents that were not issued in German. For all certificates and documents or other official proof of school, university or professional qualifications, the translations must be carried out by a sworn translator.
  - Translations of foreign documents that are not written in Latin script must also contain a transliteration in accordance with the ISO standard.

## Fees

- EUR 85.00 for a brief decision or in the event of a negative decision
- EUR 340.00 for a detailed decision
- No fees for a temporary brief decision

## Legal basis

- **Act on the Recognition and Equality of Foreign Teacher Qualifications (Teacher Qualification Assessment Act Berlin - LQFG Bln)**  
(<https://gesetze.berlin.de/jportal/?quelle=jlink&query=EWG48%2F98uaG+BE&psml=bsbeprod.psml&max=true>)
- **Regulation on the adaptation course and the aptitude test in**

**accordance with the Berlin Teacher Qualification Assessment Act (Compensation Measures Regulation - AusgIMV)**

(<https://gesetze.berlin.de/bsbe/document/jlr-LehrqAusglVBErahmen>)

- **Ordinance on Fees for the Examination of Professional Qualifications and the Assessment of Foreign Higher Education Qualifications (Professional Qualification Examination Fee Ordinance - BQPGebVO)**  
(<https://gesetze.berlin.de/jportal/?quelle=jlink&query=BQPGebV+BE&psml=bsbeprod.psml&max=true>)

## Average time to process request

The Senate Department for Education, Youth and Family Affairs will confirm receipt of the application documents within one month and request any missing evidence.

The decision will be made by the Senate Department for Education, Youth and Family Affairs within four to six months of receipt of the complete application documents.

## More information

- **Recognition of teaching qualifications (Senate Department for Education, Youth and Family)**  
(<https://www.berlin.de/sen/bjf/en/recognition-of-degrees-and-qualifications/teacher-degrees/>)
- **Frequently asked questions (FAQ) on the recognition of teaching qualifications in Berlin (Senate Department for Education, Youth and Family)**  
(<https://www.berlin.de/sen/bjf/anererkennung/lehramtsabschluesse/faq-anererkennung-von-abschluessen-als-lehrkraft/>)
- **Recognition of qualifications as a teacher (Senate Department for Education, Youth and Family)**  
(<https://www.berlin.de/sen/bjf/anererkennung/lehramtsabschluesse/english/>)
- **FAQ - Recognition of qualifications as a teacher (Senate Department for Education, Youth and Family)**  
(<https://www.berlin.de/sen/bjf/anererkennung/lehramtsabschluesse/faq-anererkennung-von-abschluessen-als-lehrkraft/english/>)
- **Information on the recognition of foreign professional qualifications on 'Recognition in Germany' (Federal Institute for Vocational Education and Training)**  
(<https://www.anererkennung-in-deutschland.de/html/en/index.php>)
- **Financial assistance in the recognition procedure (Federal Institute for Vocational Education and Training)**  
(<https://www.anererkennung-in-deutschland.de/html/en/financial-support.php>)
- **Single point of contact in Berlin**  
(<https://www.berlin.de/ea/en/>)
- **Publicly appointed translators in Germany (Justice Portal)**  
(<https://www.justiz-dolmetscher.de/>)

## Average time to process request

<https://www.ea.berlin.de/intelliform/forms/eu-dlr-ng/Berlin/Berufsanerkennung/index?AnliegenID=329595&l=1>

## **Notes on responsibility**

The Senate Department for Education, Youth and Family is the competent authority in Berlin for recognising foreign training as a teacher. You can seek advice there before submitting your application.

The Senate Department for Education, Youth and Family offers detailed information on its website, also in English.