



<b>Apply for recognition of foreign professional qualifications as a tax clerk</b> .....	2
<b>Prerequisites</b> .....	3
<b>Documents required</b> .....	3
<b>Forms</b> .....	4
<b>Fees</b> .....	4
<b>Legal basis</b> .....	4
<b>Average time to process request</b> .....	5
<b>More information</b> .....	5
<b>Average time to process request</b> .....	5
<b>Notes on responsibility</b> .....	5

# Apply for recognition of foreign professional qualifications as a tax clerk

You have a foreign professional qualification as a tax clerk or assistant tax clerk. Would you like to work permanently in this profession in Germany? Then you can have your foreign professional qualification officially recognised. Please note: Your qualification must be state-recognised in the country in which you trained. Informal or non-formal qualifications cannot be officially recognised in Germany.

The procedure for recognition is called: **Equivalence assessment**.

To apply for an equivalence assessment, you must identify a German training qualification or further education qualification. This is the so-called reference occupation. It must match your foreign professional qualification. You should therefore seek advice before submitting your application.

During the equivalence assessment, the competent authority compares your qualification with a specific German qualification. Important criteria for the comparison are the content and duration of the training. You will receive a decision on the outcome of the procedure. The decision will state any existing and any missing professional qualifications. The decision enables employers to better assess your professional qualifications.

You can also apply for equivalence assessment from abroad.

## **Procedure**

### 1. Application

You submit an application for equivalence assessment to the relevant office and pay the fee. You can hand in the application with the documents to the relevant office, send it by post or upload it electronically. Do not send any originals by post.

### 2. Verification of equivalence

The competent body will then check: Is your professional qualification equivalent to the German professional qualification? The competent body will compare the qualifications using certain criteria. Important criteria are the content and duration of the training. The competent body will also take into account your professional experience, your other certificates of competence and qualifications when carrying out the equivalence check.

### 3. Possible results of the examination

- a.) You will receive a notification with the result of the procedure. You will be recognised if your professional qualification and the German professional qualification are equivalent.
- b.) Sometimes there are significant differences between the professional qualifications. The differences are listed in your notification. You can use this decision to obtain further qualifications and later submit a new application for equivalence assessment.
- c.) If your professional qualification is not equivalent at all, you will not be recognised.

## Prerequisites

- **You want to work in Berlin.**
- **You have a state-recognised professional qualification from abroad in the field of tax consultancy or auditing.**
- **Your professional qualification from abroad is equivalent to a German training qualification as a tax clerk.**
- **For online applications: registration/login via BundID**  
Select the 'ELSTER certificate', 'Online ID card (eID)' or 'User name/password' option for registration/login.
- **For online applications: consent to the electronic payment procedure**  
Credit card, Giro pay, direct debit and payment by bank transfer are available as payment options.
- **The documents must be submitted in German.**  
Die Übersetzungen müssen von Übersetzerinnen und Übersetzern gemacht werden, die öffentlich bestellt oder ermächtigt sind.

## Documents required

- **Application for equivalence assessment**  
Submit the application online or in writing by post. The official form of the Chamber of Tax Consultants must be used for written applications.
- **Proof of previous applications for equivalence assessment, if applicable**  
If you have already submitted an application for equivalence assessment, documents relating to previous applications for equivalence assessment submitted to other competent bodies as simple copies.
- **Proof of identity**  
Suitable proof of identity is, for example, a passport (passport substitute), all European identity cards or a convention passport as a simple copy.
  - Your proof was not issued in German? Then please also enclose a German translation.
  - The following information must be legible in Latin characters on the proof, e.g. in the translation of the proof of identity: Surname, first name, place of birth, date of birth. The proof of identity should include a photo of you and your signature.
- **In the event of a name change: proof of the completed name change**  
If your first name or surname no longer matches the name on your professional qualification certificate (e.g. due to marriage, naturalisation, change of gender or similar reasons), please enclose a simple copy of the official proof of the completed name change here. This can be a birth certificate, marriage certificate, naturalisation certificate or other suitable proof of the name change.
  - Was your proof not issued in German? Then please also enclose a German translation.
- **Curriculum vitae**  
The CV must be written in German. The curriculum vitae (CV) or résumé should provide a tabular overview of your:
  - Training programmes (vocational training, academic training, school education)

- further training
- previous jobs
- **Proof of training**  
Submit your proof of professional qualification in the original language as a single copy.
  - This can be, for example: examination and degree certificates, professional certificate, diploma certificate, Bachelor's and/or Master's certificate or comparable documents. If available, please also enclose evidence of the content and duration of your training. These can be, for example Diploma Supplement, the Transcript of Records, the Relevé de Notes, the study book, the examination regulations as well as subject and grade overviews or comparable documents.
  - Your certificate was not issued in German? Then please also enclose a German or English translation of your degree certificate as a certified copy.
  - Supplementary documents relating to the degrees/certificates (e.g. course catalogue, examination regulations, subject overviews) in German or English translation as a single copy.
- **Proof of your relevant professional experience**  
Certification of the type and duration of your relevant professional experience in the original language. This includes, for example, references, work books, professional training or comparable documents.
  - Your certificate was not issued in German? Then please also enclose a simple copy of a German or English translation.
- **Only for persons who are not citizens of the EU/EEA/Switzerland or who live outside the EU/EEA/Switzerland: Evidence that credibly proves that you actually intend to take up gainful employment in Berlin**  
In addition to the declaration of intention to take up gainful employment, proof is required that credibly demonstrates that you actually intend to take up gainful employment in Berlin (suitable proof is, for example, the application for an entry visa for gainful employment, proof of contact with potential employers) in a single copy.
- **Further evidence if necessary**  
You may need to submit further documents during the recognition procedure. The responsible office will inform you.

## Forms

- **Application for equivalence assessment**  
([https://www.stbk-niedersachsen.de/static/content/e3/e234218/e234526/e234533/downloads1/download/ger/Antrag%20auf%20Gleichwertigkeitsfeststellung\\_DE\\_202106.pdf?checksum=af9718e5219bb40df7dfaf7c02facd44dfad7ca2](https://www.stbk-niedersachsen.de/static/content/e3/e234218/e234526/e234533/downloads1/download/ger/Antrag%20auf%20Gleichwertigkeitsfeststellung_DE_202106.pdf?checksum=af9718e5219bb40df7dfaf7c02facd44dfad7ca2))

## Fees

EUR 100.00 to EUR 600.00 per expense

## Legal basis

- **Vocational Training Act (BBiG) § 50a**

([https://www.gesetze-im-internet.de/bbig\\_2005/\\_50a.html](https://www.gesetze-im-internet.de/bbig_2005/_50a.html))

- **Professional Qualifications Assessment Act (BQFG) §§ 2-7**  
([https://www.gesetze-im-internet.de/bqfg/\\_2.html](https://www.gesetze-im-internet.de/bqfg/_2.html))
- **Professional Qualifications Assessment Act (BQFG) § 8 Para. 1 No. 5**  
([https://www.gesetze-im-internet.de/bqfg/\\_8.html](https://www.gesetze-im-internet.de/bqfg/_8.html))
- **Fee schedule of the Lower Saxony Chamber of Tax Consultants**  
([https://www.stbk-niedersachsen.de/de/ausbildung\\_und\\_karriere/anererkennung\\_nach\\_bqfg/](https://www.stbk-niedersachsen.de/de/ausbildung_und_karriere/anererkennung_nach_bqfg/))

## Average time to process request

approx. 1- 3 months if all documents are complete

## More information

- **Information from the responsible Chamber of Tax Consultants of Lower Saxony**  
([https://www.stbk-niedersachsen.de/de/ausbildung\\_und\\_karriere/anererkennung\\_nach\\_bqfg/](https://www.stbk-niedersachsen.de/de/ausbildung_und_karriere/anererkennung_nach_bqfg/))
- **Information on the recognition of foreign professional qualifications on the Recognition in Germany portal**  
(<https://www.erkennung-in-deutschland.de/html/de/index.php>)
- **Financial assistance for the recognition procedure**  
(<https://www.erkennung-in-deutschland.de/html/de/finanzielle-foerderung.php>)
- **Publicly appointed translators in Germany**  
(<https://www.justiz-dolmetscher.de/Recherche/>)
- **Proceedings under the Federal Expellee Act**  
([https://www.gesetze-im-internet.de/bvfg/\\_10.html](https://www.gesetze-im-internet.de/bvfg/_10.html))

## Average time to process request

<https://stbk-antragsportal.de/auslaendische-berufsqualifikation-gleichwertigkeitsfeststellung/antrag/>

## Notes on responsibility

- You apply for recognition from the competent authority in the federal state in which you wish to work. The chambers of tax consultants are normally responsible for training professions in the field of auditing and tax consultancy.
- Chamber of Tax Consultants of Lower Saxony

If you would like to work as a tax assistant in the federal state of Berlin, apply for recognition at the responsible Chamber of Tax Consultants of Lower Saxony - Adenauerallee 20 in 30175 Hanover. This office is responsible for several federal states, including for recognition procedures for the federal state of Berlin.