

Recognition of an apprenticeship

office hours:

Tuesday and Thursday: 9.00 a.m. to 11.30 a.m

Make an appointment by phone: +43 (0)1 711 00 - 805327 or

by e-mail: anerkennung-lehrabschluss@bmaw.gv.at

First and Last Name:

Street, house number:

Post code, place of residence:

Phone number, e-mail:

Social Security Number:

Please fill in in block capitals!

Federal Ministry Republic of Austria

Labour and Economy

Department VI/7

Stubenring 1, 1010 Vienna

I request that my final examination or completed apprenticeship abroad be treated as equivalent to the Austrian final apprenticeship examination in accordance with Section 27a (2) of the Vocational Training Act.

State where the exam was taken:

Austrian apprenticeship:

If the documents I have submitted are not sufficient to prove the equivalence of my training, I request admission to the final apprenticeship examination in accordance with Section 27a (3) of the Vocational Training Act.

Date

Signature

Required documents (supplement sheet):

The following documents must be attached to the application for maintenance of conformity in the original or as a court- or notary-certified copy and - in the case of documents that are not written in the official language German - with a translation by a court-certified interpreter:

- Diploma or final examination certificate for successfully completed training
- Attachment to the diploma or certificates about the duration of the training, the training content and the proportion of practical training
- Declaration of the extent of practical training (on how many days of the week did the practical training take place at school or in a specialized company) - this notification can be written personally by the applicant
- Confirmation of practical training
- all work certificates of work experience in the requested occupational field, indicating the period of employment and a job description
- social security data extract or work book
- Language certificate for the German language
- if available, course certificates for relevant courses (with description of content)
- if available: proof of name change (marriage certificate)
- CV
- copy of registration confirmation
- copy of passport or identity card

Fees and administrative charges for assessment procedure:

- Application fee € 14,30
- Execution fee € 14.30
- fee for notification € . 6.50
- Enclosure fee/per sheet..... € . 3.90

The fees and administrative charges will be prescribed after completion of the assessment procedure.

Information on the application (to be filled in by the applicant)

Please enter your details below:

Name of the profession learned:

School or educational institution:

Date of final exam:

Content of the final exam (Based on the documents and own assessment):

Duration of the training:

Extent of practical training (esp. company internships):

Professional practice after training in the learned profession (if available)

(Please list your professional occupations in the respective companies):

1.

2.

3.

Continuing trainings (if available):

Imprint or enquiry note

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