



Application for recognition of professional qualifications obtained abroad

Check the profession for which you want to obtain recognition (only one choice possible) :

Architect – *Architecte*

Interior architect – *Architecte d'intérieur*

Landscape architect/landscape engineer – *Architecte paysagiste/ingénieur paysagiste*

Accountant – *Comptable*

Advisor – conseil

Economic Advisor – *conseil économique*

Patent attorney – *Conseil en propriété industrielle*

Chartered accountant – *Expert-comptable*

Surveyor – *Géomètre*

Consulting engineer in the construction sector – *Ingénieur-conseil du secteur de la construction*

Town and country planner – *Urbaniste/aménageur*

Personal details:

Last name: First name:

Date of birth: Place of birth:

Country of birth:

Citizenship:

Address:

Housenumber, streetname:

Postal code: Town:

Country:

Telephone number: Email address:

A-Studies:

Exact name of the qualification for which you are applying for recognition Genaue Bezeichnung des anzuerkennenden Ausbildungsnachweises¹:

¹ Indicate the qualification in the original language and a translation into either English, French, German or Luxembourgish, if the original language is different.

Secondary education

Name of the institution	Duration of studies		Degree or certificate obtained
	from	to	
	from	to	
	from	to	
	from	to	

Higher education

Name of the institution	Duration of studies		Degree or certificate obtained
	from	to	
	from	to	
	from	to	
	from	to	
	from	to	
	from	to	

Additional training

Name of the institution	Duration of studies	Degree or certificate obtained
	from to	
	from to	
	from to	
	from to	
	from to	

B – Work experience

Indicate your previous work experience, if applicable:

C – Legal establishment or recognition of professional qualifications in one or more member states of the European Union

Has your professional qualification been recognized in another member state of the EU to practise your profession²?

yes no

If yes, indicate the profession for which your qualification has been recognized and the member state of recognition³:

² Indicate only recognitions obtained in a member state other than the one in which you obtained your qualification.

³ Please indicate the title of the profession in the language of the member state of recognition and a translation into either English, French, German or Luxembourgish, if the original language is different.

Are you legally established in another EU member state to practise your profession? yes no

If yes, indicate the profession⁴ practised in the member state where you are established⁵:

D – Other observations

⁴ Please indicate the title of the profession in the language of the member state of recognition & a translation into either English, French, German or Luxembourgish, if the original language is different.

⁵ In case of multiple establishments, please complete the information for each member state of establishment.

Documents to be attached to this form:

- ☐ Staatsangehörigkeitsnachweis :
 - For nationals of member states of the European Union, the European Economic Area and the Swiss Confederation: copy of identity card or passport
 - For third-country nationals: copy of identity card or passport and a document attesting to the benefit of the arrangements of points i) to iii) of article 3, point q) of the “Loi modifiée du 28 octobre 2016 relative à la reconnaissance des qualifications professionnelles” issued by the Luxembourgish Ministry of Foreign and European Affairs – Directorate of immigration
- ☐ Copies of the qualifications referred to in point A (diploma, training certificate, certificate, diploma supplement, etc.)
- ☐ Official documents proving the work experience referred to in point B (copy of the employment contract, certificate from the employer, etc.)
- ☐ Official documents proving the elements referred to in point C (copy of the authorization to practise, equivalence decision, document certifying the membership of a professional association, etc.)
- ☐ Where appropriate, any other relevant document
- ☐ Proof of payment of the recognition fee (75 euros)⁶ (debit note)

The documents referred to in 2-5 must be submitted in the original language with a translation into either English, French, German or Luxembourgish, if the original language is different.

The application is to be sent to

via [Guichet.lu](https://guichet.lu)

or by post (including this form) to

Ministère de la Recherche et de l'Enseignement supérieur
18-20, montée de la Pétrusse
L-2327 Luxembourg

⁶ For online applications, the fee is to be paid by credit card when submitting the application via guichet.lu. For applications sent by post, the file must contain the debit note of the transfer to the following account:

IBAN LU36 0019 5955 4436 2000

BIC BCEELULL

Name of the beneficiary: Administration de l'enregistrement, des domaines et de la TVA

Communication: Taxe reconnaissance des diplômes, MESR, Name of applicant, Date of application

Please note that the rejection of an application does not entitle you to a refund of the fee.

A duplicate (in the event of loss of the original) can be issued for a fee of 10 euros.

Data protection clause

Please note that your personal data is processed by the Ministry of Research and Higher Education in accordance with applicable data protection legislation and as detailed in the Ministry of Research and Higher Education's privacy policy, which is available on the ministry's website:

<https://mesr.gouvernement.lu/de/support/politique-de-confidentialite.html>

I hereby swear that the information provided is true, accurate and complete.

Place Date

Signature