



## APPLICATION FOR REGISTRATION OF EVIDENCE OF FORMAL QUALIFICATIONS IN THE REGISTER OF FORMAL HIGHER EDUCATION QUALIFICATIONS

### Personal data:

Surname:  Firstname:

Date of birth:    Place of birth:

Country of birth:

Nationality:

### Address:

Number, street:

Post code:  City:

Country:

Phone:  Email address:

### Information on the evidence of formal qualifications:

Name of the evidence  
of formal qualifications:

Date:

awarded by the following higher education institution:

Duration of the formal qualification: from  to  (years)

In (city):  Country:

### Application by post – documents constituting the file (accepted forms: pdf, jpg and png):

- copy of the diploma/degree certificate to be entered in the register of formal higher education qualifications\*
  - copy of the diploma supplement or, if not available, a copy of the academic transcript\*
  - academic and professional CV
  - copy of an identity document
  - copy of the valid residence permit issued by a member State of the European Union (applies to applicants who are not nationals of a member State of the European Union, of a member State of the European Economic Area or of the Swiss Confederation)
  - proof of payment of the €75 fee (debit note/bank statement)\*\*
- Please note:** these payment terms apply only to applications sent by post. In the case of online applications, the payment terms of [Guichet.lu](https://guichet.lu) apply.
- if considered appropriate, any other useful document

**\* The documents must be accompanied by a sworn translation into English, French, German or Luxembourgish, if the original language is different.**

**\*\* If sent by post, a proof of payment of the €75 fee by wire transfer to the following account must be enclosed with the application:**

**IBAN** LU36 0019 5955 4436 2000

**BIC** BCEELULL

**Beneficiary:** Administration de l'enregistrement, des domaines et de la TVA

**Communication:** Taxe reconnaissance des diplômes, MESR, [Name of the applicant], [Date of the application]

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

A duplicate copy can be issued (in case of loss of the original) against the payment of a €10 fee (payment by wire transfer to the abovementioned account).

### Please send the complete application to the following address:

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

### Registration criteria

A diploma can be registered in the register of formal higher education qualifications:

- if it is a final higher education diploma, awarded after successful completion of a full study cycle;
- if it was obtained in accordance with the laws and regulations regarding the higher education system in the country where it was awarded. Diplomas that do not confer academic degrees recognised by the competent authorities in the country of issuance can not be registered.

Please note that the registration of formal higher education qualifications represents the academic recognition procedure for foreign higher education diplomas, although without conferring a right to practice a regulated profession. It confers the right to use the academic title.

For further information on the present procedure and on the exempted, automatically recognised qualifications, we invite you to visit our website: <https://gd.lu/bq9XKx>.

### Data protection clause

Please note that your personal data are processed by the Ministry of Research and Higher Education in compliance with applicable data protection legislation and as detailed in the Privacy Policy of the Ministry of Research and Higher Education. The privacy policy is available under <https://gd.lu/8NDTkV>.

I hereby confirm on my honor that the data I have provided is complete and accurate.

Place

Date

Signature