



## Request form

# Recognition of non-EU professional teaching qualifications

### Where to send the form

Please send your completed form to: [diplomaservices@duo.nl](mailto:diplomaservices@duo.nl)\*  
or to:  
Dienst Uitvoering Onderwijs  
Afdeling Diplomadiensten  
Postbus 30157  
9700 LJ Groningen

### More information

[duo.nl](http://duo.nl)  
+31 (0)50 599 77 78

## 1 Your details

1.1 Surname	<input type="text"/>	
	First name	Other initials
First name (in full) and other initials	<input type="text"/>	
		<input type="checkbox"/> Male <input type="checkbox"/> Female
1.2 Date of birth	<input type="text"/>	
	Day	Month Year
Nationality	<input type="text"/>	
1.3 Telephone number and email address	Telephone number**	E-mail address**
1.4 Do you have a contact person or agency?	<input type="checkbox"/> No	
	<input type="checkbox"/> Yes > <i>Fill in the authorization in question 1.5</i>	
	Name of agency (where applicable)	
1.5 Authorization for contact person or agency	<input type="text"/>	
	Surname	First name (in full) and other initials
	<input type="text"/>	
	Telephone number**	E-mail address**
	<input type="text"/>	
	Day	Month Year
I authorize my contact person or agency to comply with DUO in order to carry out any actions necessary to complete this application.	Signature	
	<input type="text"/>	

## 2 Correspondence

2.1 Where should we send our correspondence?

Street	House number
<hr/>	
Postcode	Town/City
<hr/>	
Country	
<hr/>	

2.2 This is the address of

the applicant (as given in 1.1)

the contact person or agency (as given at 1.5)

another person or organization:

Surname	Initials
<hr/>	
Name organization (when relevant)	
<hr/>	

## 3 Recognition

3.1 For which occupation are you requesting recognition?

Primary Education Teacher

Primary Education Subject Teacher

Special Needs Teacher

Special Needs Subject Teacher

Secondary Education Teacher in the following subject(s)

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International Secondary Education Teacher in the following subject(s)

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Vocational Education and Adult Education Teacher

3.2 Which language requirement can you show that you have satisfied?

**>** The language requirement only applies to the positions of Primary Education Teacher, Primary Education Subject Teacher, Special Needs Teacher and Special Needs Subject Teacher.

For more information, please visit [duo.nl](http://duo.nl) > Working as a teacher

Dutch

English

Papiamentu

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Recognition of non-EU professional teaching qualifications  
 Dienst Uitvoering Onderwijs  
 Ministerie van Onderwijs, Cultuur en Wetenschap

## 4 Evidence

DUO needs certain documents. Only send the information requested. DUO will contact you if you need to provide any additional details.

### 4.1 You must attach the following documents

- A chronological overview of your education and employment experience
- Copy or copies of your certificate(s) of higher education <sup>1</sup>
- Copies of relevant grade transcripts or supplements to your certificate(s) of higher education <sup>1</sup>
- Copy or copies of one or more certificates, or a copy of a qualification that demonstrates that you have satisfied the language requirement (Dutch, English and/or Papiamentu) <sup>2</sup>
- Proof of nationality (a copy of your passport)
- A copy of an alternative identity document if you cannot provide the above proof of identity
- Optional: a copy of an IDW credential evaluation, if you have one

DUO may consult the responsible foreign authority for evaluation and verification purposes.

- 1 If these documents were not issued in Dutch, English or German, you must attach a certified translation. This translation must have been written by a sworn translator either in the Netherlands or in his or her own country, and it must bear the translator's stamp. The translation must be attached to a copy of the original document in the original language. DUO will not process applications without the required documents.
- 2 For more information about the language requirement, please visit [duo.nl](https://duo.nl) > Working as a teacher.

## 5 Signature

I declare that I have completed this request form truthfully and that the certificate(s) I enclose was/were issued to me in its/their country of origin in accordance with relevant legislation in that country.

Day      Month      Year

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Signature

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### DUO and your data

Your data will be recorded in DUO's systems. DUO will handle and protect your personal data with the utmost care and in accordance with the relevant legal obligations and with the requirements set out in relevant privacy legislation. If you would like more information about how DUO handles your personal data, please visit [duo.nl](https://duo.nl). DUO will of course verify your data with other agencies to ensure that you receive what you are entitled to. DUO informs the Public Prosecutor wherever abuse is uncovered.

\* Please note that any information you submit to DUO by email will be sent via an unsecured connection. If you send us your completed form by email, we will take that as proof that you accept this risk. If you prefer, you can also return the form by post.

\*\* We may wish to contact you by telephone or by email, for instance to discuss your application or a change you have made. If you are happy for DUO to contact you in this way, please provide your telephone number and email address.