



Notification

EU professional qualifications for temporary or occasional work as a senior secondary vocational education (MBO) instructor

Where to send the form

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

More information

duo.nl
+31 (0)50 599 77 78

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Your details

1.1 Surname	<input type="text"/>		
	First name	Other initials	
First name (in full) and other initials	<input type="text"/>		
1.2 Date of birth	Day	Month	Year
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Telephone number**	E-mail address**	
1.3 Telephone number and email address	<input type="text"/>		
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"/>	<input type="text"/>	
	Telephone number**	E-mail address**	
	<input type="text"/>	<input type="text"/>	
	Day	Month	Year
	<input type="text"/>	<input type="text"/>	<input type="text"/>
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

Postcode Town/City

Country

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 / organization:

Surname Initials

Name organization

3 Temporary or occasional work as an instructor

3.1 In which period(s) and for how many hours per week do you intend to work in the Netherlands?

from Day Month Year to Day Month Year

Total hours per week

from Day Month Year to Day Month Year

Total hours per week

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 education certificate(s) ¹
- Copies of grade transcripts relevant to your education certificate(s) ¹
- Copy or copies of evidence of teacher training specific to employment in the education system
- A copy of your passport or other identity document

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.

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Dienst Uitvoering Onderwijs

Ministerie van Onderwijs, Cultuur en Wetenschap

5 Signature

I declare that I have completed this 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

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. 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.