



## 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: [diplomadiensten@duo.nl](mailto:diplomadiensten@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	Day	Month Year
	<input type="text"/>	<input type="text"/>
Place of birth	<input type="text"/>	
Country of birth	<input type="text"/>	
Nationality	<input type="text"/>	
1.3 Address	Street and house number	
	<input type="text"/>	
	Postcode and town/city	
	<input type="text"/>	
Country	<input type="text"/>	
1.4 Telephone number and email address**	Telephone number	E-mail address
	<input type="text"/>	<input type="text"/>
1.5 Do you have a contact person or agency?	<input type="checkbox"/> No	
	<input type="checkbox"/> Yes > Fill in the authorization in question 1.6	
	Name of agency (where applicable)	
	<input type="text"/>	
1.6 Authorization for contact person or agency	Surname	First name (in full) and other initials
	<input type="text"/>	<input type="text"/>
	Street and house number	
	<input type="text"/>	
	Postcode and town/city	
	<input type="text"/>	

Telephone number\*\*

E-mail address\*\*

\_\_\_\_\_

Day Month Year

\_\_\_\_\_

Signature

\_\_\_\_\_

I authorize my contact person or agency to comply with DUO in order to carry out any actions necessary to complete this application.

## 2 Correspondence

2.1 Where should we send our correspondence?

Home address (provided in question 1.3)

Address of authorized person/agency (provided in question 1.6)

Other (please specify):

\_\_\_\_\_

Street and house number

\_\_\_\_\_

Postcode and town/city

\_\_\_\_\_

Country

\_\_\_\_\_

## 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

\_\_\_\_\_

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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 education certificate(s) <sup>1</sup>
- Copies of grade transcripts relevant to your education certificate(s) <sup>1</sup>
- Copy or copies of evidence of teacher training specific to employment in the education system
- Proof of identity showing your full name and nationality (for example, a copy of your passport or EU residency permit)
- A copy of an alternative identity document if you cannot provide the above proof of identity

<sup>1</sup> 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.

## 5 Signature

I give permission for DUO to contact the overseas educational authority responsible for issuing my education documents for the purpose of verifying those documents.

Yes

No

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

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.