



To: Directorate 8, Unit 8.3 International Office

For the employment of senior student assistants, who simultaneously are enrolled as student, except phd-students.

For the employment of research fellows, other employees/ civil servants and senior student assistants within Central Units and Central Administration.

School Administration

For the employment of research fellows, other employees/ civil servants and all other senior student assistants within the respective School.

From

Faculty/Directorate/Other: _____

Institute/Unit: _____

Head of institution/supervisor: _____

Telephone/Email: _____

Request for assessment of academic qualifications obtained outside Germany

We are requesting you to assess the academic qualifications obtained abroad for the planned employment at Technische Universität Dresden of Mrs./Mr.:

(last name, first name, date of birth, please complete in block letters)

as: research fellow other employee/civil servant senior student assistant

(date, signature of the head of institution/supervisor)

For assessment of academic qualifications obtained abroad, please attach the following:

- tabular resumé in German or English
- certified copy of the original documents of all degree studies completed so far including Diploma Supplement and - if applicable - PhD certificate, each in original language version
- *only if original language of certificates is not English:*
certified copies of the translated certificates in German or English

(to be filled in by person in charge)

After examination I confirm the following:

- The presented academic degree obtained on (date) _____ is equivalent to a scientific university degree obtained in Germany in the sense of Minutes Statement no. 1 part I of Appendix A to TV-L.
- The presented academic degree obtained on (date) _____ is equivalent to a Bachelor's degree obtained at a German institution of higher education.
- The presented degree obtained on (date) _____ is equivalent to a Diplom or Master's degree obtained at a German university of applied sciences (*Fachhochschule*).
- The presented degree obtained on (date) _____ is not equivalent with any of the above degrees.
- The person mentioned above obtained a phd-degree on (date) _____.

Note:

(date, name of person in charge (block letters and signature, Stamp of structural unit))

Please submit this form - fully completed and tacked along with all assessed certificates – together with the application form (*Antrag auf Einstellung/Verlängerung*) and all other for the employment necessary documents to Directorate 2.