



To: ☐ School Administration

For employees covered by collective bargaining agreement / civil servants in the respective [School](#).

For Research Assistants (WHK) who are not enrolled at TU Dresden or who are to receive a WHK contract as doctoral students in the respective School.
For TUD scholarship holders in connection with the issuance of a hosting agreement.

☐ **Unit 8.3 International Office**

For employees covered by collective agreements / civil servants and research assistants at the [Central Units and the Central University Administration](#).

For all WHK who are also enrolled as students at TU Dresden, with the exception of doctoral students.

From

Faculty / Directorate / Central
Unit / Other:

Institute/Unit:

Responsible Head/Supervisor:

Telephone/Email:

Evaluation of a higher education qualification acquired abroad to be used for employment at TUD

I would like to ask for an evaluation of my higher education qualification acquired abroad for the planned employment:

(Last name, First name, Date of birth)

- as: ☐ Employee covered by collective bargaining agreement ☐ Civil servant
☐ Research Assistant (WHK) ☐ enrolled at TUD
☐ not enrolled at TUD
☐ other activities (or: other researcher)

(Date, Signature of responsible Head)

This evaluation form is an internal document that must not be passed on to third parties outside of TUD.

The following must be submitted for the evaluation of the higher education qualification acquired abroad:

- Curriculum Vitae in tabular form in German or English
- Copies of the originals of the final certificates of **all** university degrees obtained as well as the respective overviews of subjects and grades (Diploma Supplement/Transcript of records) and, if applicable, the doctoral certificate, each in the original language
- *only in the case of certificates whose original language is not German or English:*
Copies of the official translations (translations by certified translators) of all certificates and the respective subject and grade overview (Diploma Supplement/Transcript of records) into German or English

Evaluation of a higher education qualification acquired abroad to be used for employment at TUD:

(Last name, First name, Date of birth)

(To be filled out by the office)

The evaluation is subject to the authenticity and validity of the certificates.

I hereby confirm that the evaluation of the attached documents based on the evaluation proposals of the Central Office for Foreign Education, Anabin database, has revealed the following:

- ☐ The submitted degree from (date) _____ corresponds to an academic degree obtained in Germany pursuant to the Protocol Declaration no. 1 part I of attachment A to the TV-L.
- ☐ The submitted degree from (date) _____ corresponds to a Bachelor's degree obtained at a German institute of higher education.
- ☐ The submitted degree from (date) _____ corresponds to a degree (*Diplom*, *Master*) obtained at a German university of applied science.
- ☐ The submitted degree from (date) _____ does not correspond to any of the aforementioned degrees.
- ☐ A doctoral degree from (date) _____ was presented.

Notes:

(Date, Name of the issuer (print name and signature, stamp of the institute))

The completed form must be sent to Directorate 2 by the applying organizational unit together with the evaluated certificates. Please attach the documents to the respective application for the personnel measure to be implemented.

(e.g. application for employment, upgrading or internal TUD transfer to a position with different qualification requirements from the previous position).

If you are in doubt as to whether the planned personnel measure requires a specific university degree, please seek advice from Directorate 2 in good time beforehand.