



**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.**