Name and surname: **TECHN / BAC / BACTR**

Address:

Postcode and City:

Country:

Email:



Department for the recognition of diplomas

L-2926 Luxembourg

**Concern: Request for the recognition of a diploma**

Dear Sir or Madam,

I hereby request, if possible, a recognition of the equivalence of my diploma:

* ……………………………………………………………………………………………………………………………………………
* Supported by my diploma: ......................................................................................................
*Only third country and / or country whose maturity is acquired before 12 years of studies*

Compared to the Luxembourgish diploma:

* Diplôme de technicien
* Diplôme de fin d’études secondaires générales
* Diplôme de fin d’études secondaires classiques

For the following reason:

* Continue my studies
* Go to work
* Other: …………………………………………………………………………………………………………………………………..

I remain, dear Sir or Madam, with best regards.

Date and Signature: …………………………………………………………………………………………

**The following documents are mandatory for the request:**

* Curriculum vitae in which personal details as well as the date and place of birth, the educational background, the professional experience and any Internships are listed in detail.
* Copy of a valid ID (ID-Card, passport or residence permit)
* Copy of diplomas / degrees 2
* Transfer certificate of the tax, which came into force by law on 01.01.2015 with the introduction of additional taxpayers' money 1

**For a baccalaureate obtained in a third country (countries that have not signed the Paris and / or Lisbon conventions on the mutual recognition of diplomas):**

* Copy of a certificate / diploma attesting the successful completion of at least 3 years of graduate or university studies in an EU member state
* Proof of enrollment at an institute of higher or university studies in an EU Member State as well as the list of subjects examined at the baccalaureate / diploma of maturity
* Copy of a diploma awarded by an institute of higher education recognized by a third State, sanctioning a cycle of higher studies of at least 3 years 2

**Also attach one of the following 3 pieces:**

* A language certificate of B2 level in the Common European Framework of Reference for Languages, for the Luxembourgish, French or German language.
* An evidence that during 3 years of schooling Luxembourgish, French or German has been studied.
* A document certifying that Luxembourgish, French or German has been passed as an exam in High School.

**Explications:**

(1) Amount of taxes:

Diplomas issued by signatory countries of the Paris and Lisbon Conventions: 75 €

Diplomas issued by one of the non-signatory countries of the Pairs and Lisbon Conventions: 125 €

Diplomas issues by the IBO (International BAC): 125 €

The tax must be transferred to the following **current account**:

**Banque et Caisse d’Épargne de l’État**
**IBAN : LU36 0019 5955 4436 2000
BIC/SWIFT : BCEELULL
Name of the beneficiary**: Administration de l'Enregistrement et des Domaines

The registry administration and must be provided with the following message:

**<Taxes reconnaissances de diplômes, MENJE, name of applicant, date>**

**Attention:**

(1) The tax becomes due when the file is opened, but does not automatically guarantee the recognition of the equivalence of a diploma.

 (2) Copies of documents from a country which is not a member of the European Union must be certified copies and be issued by a state-recognized authority.

If the documents are not in one of the three official languages (Luxembourgish, French or German), they must be translated into an official language by a translator certified by the Luxembourg legal entity.

Additional documents might be requested.