Name and surname: **NI**

Address:

Postcode and city:

Country:



Department for the recognition of diplomas

L-2926 Luxembourg

**Concern: Request for the recognition of an educational level (Elementary and High School) without achieving a final diploma**

Dear Sir or Madam,

I hereby request, if possible, a recognition of the equivalence of my original educational level compared to the Luxemburgish educational level:

* …

For the following reason:

* Continue my studies
* Follow an apprenticeship
* Go to work
* Value of my academic records
* Other: …

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

Date:

……………………………………………...

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 and the professional experience are listed in detail.
* Copy of a valid ID (ID-Card, passport or residence permit)
* Copy of academic records of the last two school years 2
* Transfer certificate of the tax, which came into force by law on 01.01.2015 with the introduction of additional taxpayers' money 1

**Explications:**

(1) Amount of taxes: 75 €

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 by letter.