



## APPLICATION FOR REGISTRATION OF EVIDENCE OF FORMAL QUALIFICATIONS IN THE REGISTER OF FORMAL HIGHER EDUCATION QUALIFICATIONS

### Personal data:

Surname:  Firstname:

Date of birth:    Place of birth:

Country of birth:

Nationality:

### Address:

Number, street:

Post code:  City:

Country:

Phone:  Email address:

### Information on the evidence of formal qualifications:

Name of the evidence of formal qualifications:

Date:

awarded by the following higher education institution:

Duration of the formal qualification: from  to  (years)

In (city):  Country:

**Please enclose the following documents with the application form (accepted forms: pdf, jpg and png) :**

- copy of the final diploma to be registered in the register of formal higher education qualifications\*
- copy of the diploma supplement, or, if not available, a copy of the transcript\*
- academic and professional CV
- copy of your identity document
- copy of the valid residence permit for Luxembourg (for applicants who are nationals of non-Member States of the European Union or the European Economic Area or of the Swiss Confederation)
- proof of payment of the fee of 75 euro (debit note/bank statement)\*\*
- if considered appropriate, any other useful document

**\* The documents need to be submitted in their original version, along with a sworn translation into either English, French, German or Luxembourgish if the original language differs.**

**\*\* The fee, per diploma, is to be paid by wire transfer on the following account :**

**IBAN LU13 1111 0011 4679 0000**

**BIC CCPLLULL**

**Beneficiary : Administration de l'Enregistrement et des Domaines**

**Communication : Taxe reconnaissance des diplômes, MESR, Name of the applicant, Date of the application**

**Please note that the rejection of the application does not entitle to a refund of the fee.**

*A duplicate copy can be issued (in case of loss of the original) against the payment of a fee of 10 euro.*

**Please submit the application, enclosing all the required documents,**

by regular mail:

Ministère de l'Enseignement supérieur et de la Recherche  
18-20, montée de la Pétrusse  
L-2327 Luxembourg

or by e-mail:

[registre@mesr.etat.lu](mailto:registre@mesr.etat.lu)

### Registration criteria

A diploma can be registered in the register of formal higher education qualifications :

- if it is a final higher education diploma ;
- if it is a final diploma of successful completion of a full study cycle ;
- if it was obtained in accordance with the laws and regulations regarding the higher education system in the country where it was awarded. Diplomas that are not recognised as academic degrees by the State authorities in the country in which they were issued cannot be registered.

Please note that the registration of formal higher education qualifications represents the academic recognition procedure for foreign higher education diplomas, although without conferring a right to practice a regulated profession. It confers the right to use the academic title.

For more information about the present procedure, and more particularly the diplomas concerned by the automatic recognition related to the BENELUX agreement, we invite you to visit our website :

[http://www.mesr.public.lu/enssup/registre\\_des\\_titres/index.html](http://www.mesr.public.lu/enssup/registre_des_titres/index.html)

### Data protection clause

Please note that your personal data are processed by the Ministry of Higher Education and Research (Ministère de l'Enseignement supérieur et de la Recherche) in compliance with applicable data protection legislation and as detailed in the Privacy Policy of the Ministry of Higher Education and Research (Politique de confidentialité du Ministère de l'Enseignement supérieur et de la Recherche). The privacy policy is available at <http://www.mesr.public.lu/functions/gdpr/index.html>.

I hereby confirm on my honor that the data I have provided is complete and accurate.

Place

Date

Signature