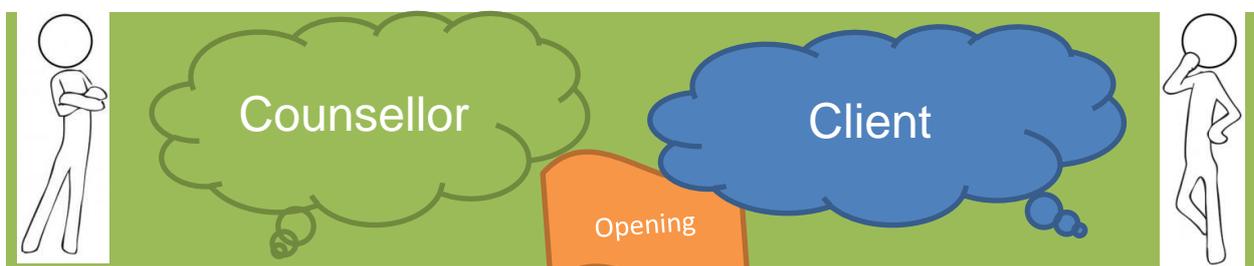


## Recognition of Certificates

- This session is needed to explain the **importance of the recognition of certificates** for vocational training, studying or working abroad and **provide basic information** in the European Union.
- Furthermore you will explain the **stages of procedure** which are required for your client to be able to work or study in another member state and point out **documents and application forms** which are used in order to recognise a diploma as well as provide information about which **institutions** and which **contacts** deal with this subject.



Welcome back! It's nice to see you again.

Thank you! Nice seeing you again too!

Did you manage to do your tasks and what you wanted to do until today?

Indeed, I did! It was actually more complicated than the last time and that's why I hope that it will be clearer with you today.

Alright then, let's see how far we can get today☺. Before we continue with analysing the results of your research, since some time has passed after our last meeting, **is there anything urgent that you would like to discuss or ask beforehand?**

Hm; I actually was thinking about the language topic and that I could do a language course if I arrive a couple of weeks before the dual vocation starts.

That's a very good thought and also important choice. We will actually cover this to a greater extent in our next meeting in 2 weeks. Nevertheless you could already take a look on what kind of German language courses are offered both here in Granada and as well in Mannheim. Especially, do have a look at the courses of the Goethe Institute here in Granada. This is the website I can provide you with: [www.goethe.de/granada](http://www.goethe.de/granada). And also the option in Mannheim at the so-called "Abendakademie", which is an education centre. Here is the website: [www.abendakademie.de](http://www.abendakademie.de).

If you find a suitable course here in Granada, don't hesitate to enroll as soon as possible; and once you know, when you will be in Germany you can do this in Mannheim as well, if you find a course which suits you well. Normally, you will find all the programs online and you should be able to register online.

Ok, I'll do this. This sounds great. So I can try both options, but of course, I can have a look first and then we can talk more about it next time. Thank you very much for your advice😊.

Now let's find out about your research. **How about we summarize again what your targets from the last meeting were and what you did at home?**



Good, this way I can repeat for myself as well. So, I wanted to find out about the recognition of my certificates ("Bachillerato" and the extracurricular certificate of programming) in Germany.

Good. This was the first target as I remember. **What was the second one?**

I looked up some information on the legal issues in Germany, i.e. how to create a bank account, what I would need and how I can finance myself there.

**Great. Now what about the last target?**

The last thing was to inform myself about a German language course to improve my skills and how integrate myself into the German culture. Well, we just spoke about the last topic, because I didn't manage to take a look at it so far.

Well done. Since we established last time that we would need three meetings, this one is just to focus on the topic your recognition of certificates.

Great, I'm glad since it sounded very complicated to me when I looked it up.

Good, now let's start. **What kind of certificates have to be recognized in Germany?**

In my case, I have the "Bachillerato" and the extracurricular certificate.

Alright. Then these two things will have to be recognized in Germany. **What have you done so far regarding the recognition of your documents?**

Unfortunately nothing. That's why I'm here.

Ok, don't worry. We will get it done together. To start with, **what do you know about the vocational system and requirements in Germany?**

This I looked up from your information and I found out that my documents have to be translated first into German and then have them certified. After that, I can apply for the vocational education.

Exactly. **What do you know about the translation costs for both your documents?**

I found out that both documents will be around 100 Euro.

**What about the recognition?**

I saw that I can have them certified from a notary. Actually I don't even know what he does.

Yes, that's true. A notary will read the translation of your documents, put a stamp on it and this way he acknowledges them as certified. For a notary you also have to pay a small amount.

Ah ok, now I understand. Ok, then I will have to ask my parents then.

**What documents would you need for the recognition at the notary?**

Good question, I probably didn't see this information.

Don't worry about that! Let me explain: You would need your original documents in Spanish as well as the original translations - done by a certified translator. From these documents you would both need copies. So in your case, you would have 4 documents, which all need to be certified by the notary.

Aaaah, now I get it.

Good. I hope that this is clearer now.

Yes, it is.

**Now, do you know where to find the notary and where to translate your documents?**

No, unfortunately I didn't think about this yet.

No problem. This leads us automatically to your follow-up targets. **First of all, let's summarize again your next targets and develop a small To-Do List.**

Target Definition

Alright, now I'm a bit confused since I don't really know how to proceed from here.

Let me help you out then. We have established that you would need to:  
Translate your documents by a certified translator ("Bachillerato" and extracurricular certificate)  
Make copies of the originals (both Spanish and German translation)  
Have them certified by a notary

Alright, now I get it. I wasn't quite sure about the order.

**From these targets, what would be your To-Do List?**

Implementation

That's much easier now. Well first, I have to find a translator. Copies I can make easily at home with a colour printer and then I will have to find a notary and have my documents (both copies and originals) certified.

Exactly and since you told me that you don't know where and how to find the

translator and the notary, let me give you some helpful information:

[www.exteriores.gob.es/Portal/es/Servicios/AlCiudadano/Paginas/Traductoras](http://www.exteriores.gob.es/Portal/es/Servicios/AlCiudadano/Paginas/Traductoras).

This is the Spanish website of the ministry of education where you can find Spanish translators and also information about certified notaries. The same I can offer you for German translators, which are also, certified notaries.

<http://www.multilingua-24.de/de/beglaubigte-uebersetzungen.html>.

Okay, perfect. Thank you so much. And this is it?

Well, this would be it, just for your certificates. For the next appointment we will discuss about the other aspects. Now to summarize this one: **which steps will you have to take care of in the following days?**



Ok, I have to find a certified translator, to have my documents translated and even certified with a stamp on it. Before, of course, I need copies of both my documents.

Exactly. These would be the following steps for you to take care of. I wish you a lot of success with this one. If you have questions, you can always contact me and I will see you at our next appointment

Thank you very much. Yes, I will take my time and try to solve this issue. See you next time and have a great day.