



Request form

Recognition of non-EU professional teaching qualifications

Where to send the form

Please send your completed form to: diplomadiensten@duo.nl*
or to:

Dienst Uitvoering Onderwijs
Afdeling Diplomadiensten
Postbus 30157
9700 LJ Groningen

More information

duo.nl
+31 (0)50 599 77 78

1 Your details

1.1 Surname	<input type="text"/>	
	First name	Other initials
First name (in full) and other initials	<input type="text"/>	
		<input type="checkbox"/> Male <input type="checkbox"/> Female
1.2 Date of birth	Day	Month Year
	<input type="text"/>	<input type="text"/>
Place of birth	<input type="text"/>	
Country of birth	<input type="text"/>	
Nationality	<input type="text"/>	
1.3 Address	Street and house number	
	<input type="text"/>	
	Postal code and town/city	
	<input type="text"/>	
Country	<input type="text"/>	
1.4 Telephone number and email address**	Telephone number	E-mail address
	<input type="text"/>	<input type="text"/>
1.5 Do you have a contact person or agency?	<input type="checkbox"/> No	
	<input type="checkbox"/> Yes > <i>Fill in the authorization in question 1.6</i>	
	Name of agency (where applicable)	
	<input type="text"/>	
1.6 Authorization for contact person or agency	Surname	First name (in full) and other initials
	<input type="text"/>	<input type="text"/>
	Street	House number
	<input type="text"/>	<input type="text"/>
	Postcode	Town/City
	<input type="text"/>	<input type="text"/>
	Telephone number**	E-mail address**
	<input type="text"/>	<input type="text"/>

I authorize my contact person or agency to comply with DUO in order to carry out any actions necessary to complete this application.

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Signature

2

Correspondence

2.1 Where should we send our correspondence?

Home address (provided in question 1.3)

Address of authorized person/agency (provided in question 1.6)

Other (please specify):

Street and house number

Postal code and town/city

Country

3

Recognition

3.1 For which occupation are you requesting recognition?

Primary Education Teacher

Primary Education Subject Teacher

Special Needs Teacher

Special Needs Subject Teacher

Secondary Education Teacher in the following subject(s)

International Secondary Education Teacher in the following subject(s)

Vocational Education and Adult Education Teacher

3.2 Of which language do you meet the requirements?

> The language requirement only applies to the positions of Primary Education Teacher, Primary Education Subject Teacher, Special Needs Teacher and Special Needs Subject Teacher.

For more information, please visit duo.nl > Working as a teacher

Dutch

English

Papiamentu

Request form

Recognition of non-EU professional teaching qualifications
Dienst Uitvoering Onderwijs
Ministerie van Onderwijs, Cultuur en Wetenschap

4 Evidence

DUO needs certain documents. Only send the information requested. DUO will contact you if you need to provide any additional details.

4.1 You must attach the following documents

- A chronological overview of your education and employment experience
- Copy or copies of your certificate(s) of higher education ¹
- Copies of relevant grade transcripts or supplements to your certificate(s) of higher education ¹
- Copy or copies of one or more certificates, or a copy of a qualification that demonstrates that you have satisfied the language requirement (Dutch, English and/or Papiamentu) ²
- Proof of nationality (a copy of your passport)
- A copy of an alternative identity document if you cannot provide the above proof of identity
- Optional: a copy of an IDW credential evaluation, if you have one

¹ If these documents were not issued in Dutch, English or German, you must attach a certified translation. This translation must have been written by a sworn translator either in the Netherlands or in his or her own country, and it must bear the translator's stamp. The translation must be attached to a copy of the original document in the original language. DUO will not process applications without the required documents.

² For more information about the language requirement, please visit duo.nl > Working as a teacher.

5 Signature

I give permission for DUO to contact the overseas educational authority responsible for issuing my education documents for the purpose of verifying those documents.

Yes

No

I declare that I have completed this request form truthfully and that the certificate(s) I enclose was/were issued to me in its/their country of origin in accordance with relevant legislation in that country.

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Signature

DUO and your data

Your data will be recorded in DUO's systems. DUO will handle and protect your personal data with the utmost care and in accordance with the relevant legal obligations and with the requirements set out in relevant privacy legislation. If you would like more information about how DUO handles your personal data, please visit duo.nl. DUO will of course verify your data with other agencies to ensure that you receive what you are entitled to. DUO informs the Public Prosecutor wherever abuse is uncovered.

* Please note that any information you submit to DUO by email will be sent via an unsecured connection. If you send us your completed form by email, we will take that as proof that you accept this risk. If you prefer, you can also return the form by post.

** We may wish to contact you by telephone or by email, for instance to discuss your application or a change you have made. If you are happy for DUO to contact you in this way, please provide your telephone number and email address.