



Request form Dutch title

Where to send the form

Please send your completed form with the enclosed documents to:
Dienst Uitvoering Onderwijs
Diploma Recognition and Legalisation Department
PO Box 30157
9700 LJ Groningen
The Netherlands

More information

duo.nl
+31 (0)50 599 80 36

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"/>	
1.3 Address	Street	House number
	<input type="text"/>	<input type="text"/>
	Postcode	Town/city
	<input type="text"/>	<input type="text"/>
Country	<input type="text"/>	
1.4 Telephone number and e-mail 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 at 1.6</i>	
1.6 Authorization for contact person or agency	Name of agency (where applicable)	
	<input type="text"/>	
	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"/>
	Day	Month Year
	<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.	Signature	
	<input type="text"/>	

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 _____ House number _____

Postcode _____ Town/City _____

Country _____

3 Dutch title

3.1 Which Dutch title do you apply for?

Ingenieur (ing.) _____

Baccalaureus (bc.) _____

Ingenieur (ir.) _____

Meester (mr.) _____

Doctorandus (drs.) _____

Doctor (dr.) _____

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
- Copy or copies of certificate(s) of higher education ¹
- Copies of relevant grade transcripts or supplements to your certificate(s) of higher education ¹
- Proof of nationality (copy passport)
- A copy of an alternative identity document if you cannot provide the above proof of nationality
- 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 your 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.

5 Signature

I give permission for DUO to contact the foreign education authorities responsible for issuing my education documents for the purpose of verifying those documents.

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

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.

* 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.