

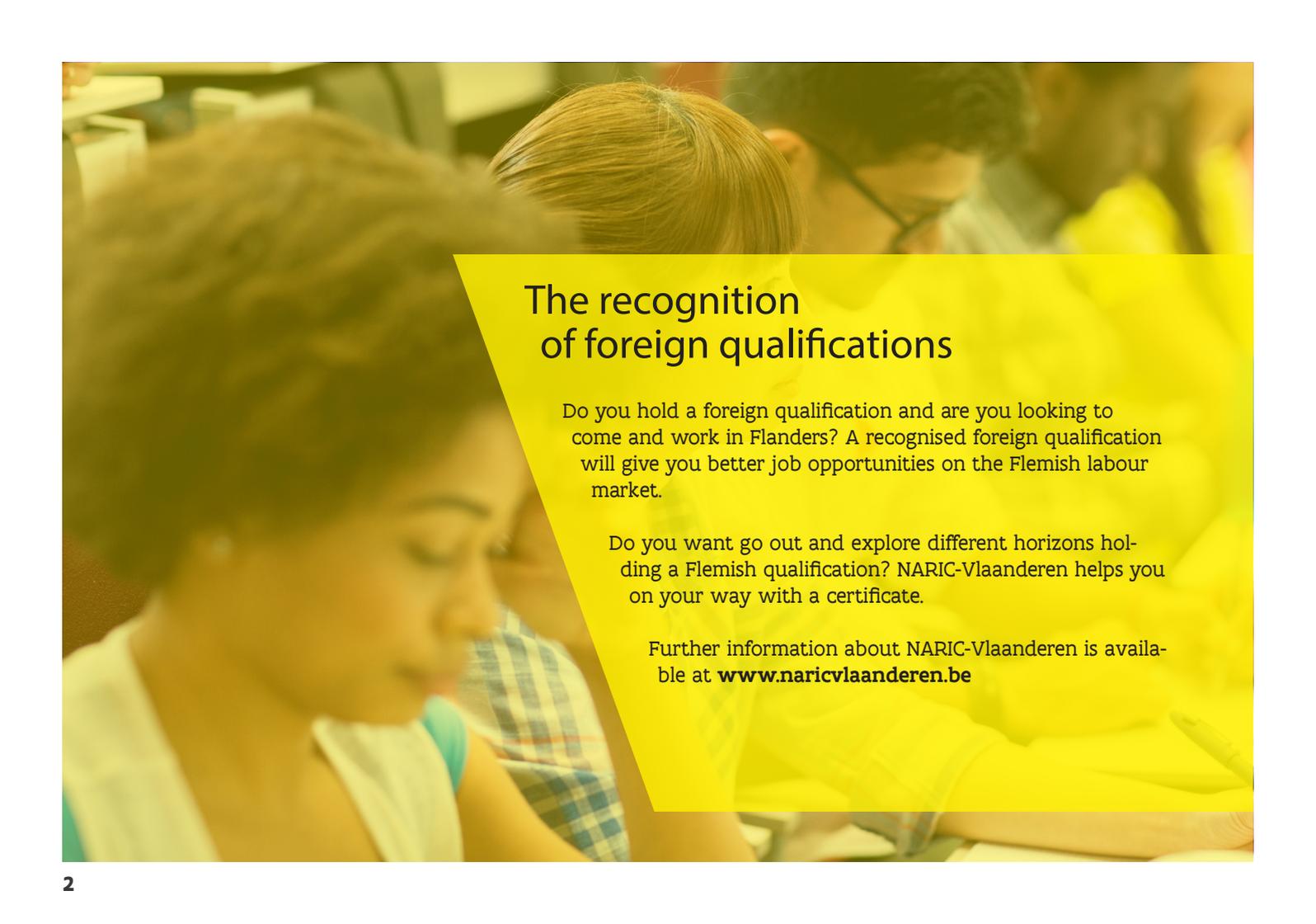
# **NARIC-Vlaanderen in 15 questions**

**Infobrochure 2019**



**Flanders**  
State of  
the Art





## The recognition of foreign qualifications

Do you hold a foreign qualification and are you looking to come and work in Flanders? A recognised foreign qualification will give you better job opportunities on the Flemish labour market.

Do you want to go out and explore different horizons holding a Flemish qualification? NARIC-Vlaanderen helps you on your way with a certificate.

Further information about NARIC-Vlaanderen is available at [www.naricvlaanderen.be](http://www.naricvlaanderen.be)

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# 1. What kind of services does NARIC-Vlaanderen provide?

## Recognition foreign qualification in Flanders

You apply to NARIC for the **recognition** of your foreign **qualification** in order to work in Flanders.

## Recognition Flemish qualification abroad

You apply for a certificate which will make it easier and enable you to fast-track your application for the recognition of your Flemish qualification abroad through the foreign NARIC centres. You can contact [naric.attesten@vlaanderen.be](mailto:naric.attesten@vlaanderen.be) for the certificate.

## 2. How do I submit an application to have a foreign qualification recognised?

### Step 1: find out if you need to file your application with NARIC or with a different organisation

#### **You do not need to submit an application with NARIC if**

- you are looking to continue your studies at an educational institution in Flanders.
- you are looking to take up a regulated profession with a qualification obtained within the European Economic Area (EEA) or Switzerland. A regulated profession is a profession to which access or the practice thereof is established by law.
- your qualification is automatically equivalent to a Flemish qualification. This is the case for some Dutch, Luxembourg and international qualifications. **See question 10**

Find out more at [www.naricvlaanderen.be](http://www.naricvlaanderen.be)

#### **What is the EEA?**

The European Economic Area is made up of the 28 Member States or the European Union plus Iceland, Norway and Liechtenstein.

### Step 2: select a procedure

**NARIC has 2 different procedures in place. Depending on your situation and purpose, go for:**

#### **Recognition of level**

NARIC decides on the level of your foreign certificate of studies in Flanders.

For instance: Bachelor, Master, diploma of secondary education – general secondary education.

**See question 3**

#### **Specific recognition**

NARIC decides on the specific Flemish qualification with which your foreign certificate of studies is deemed to be equivalent.

For instance: certificate of care worker, Bachelor of social work, Master of Science in architecture.

**See question 4**

### **Step 3: submit your case file**

#### **Paper**

- Complete the application form in full.
- Add all mandatory documents. You can do so using an electronic medium or in hardcopy (be sure to remove all the staples and detach bound documents).
- Send in the completed application form with all mandatory documents to:

NARIC-Vlaanderen  
Hendrik Consciencegebouw  
Koning Albert II-laan 15  
1210 Brussels

- You can then track the status of your application.
- **The application form is available at [www.naricvlaanderen.be](http://www.naricvlaanderen.be)**

### **Step 4: NARIC's decision is sent to you**

If your qualification was recognised as equivalent by NARIC, you have the same rights as a holder of the Flemish qualification specified in the decision document. The decision is a legally binding Ministerial Order.

If the recognition requested was denied, go to **question 7** to find which options are open to you.





### 3. In which cases should I go for a recognition of level?

1. If all that is needed is for you to know **with which Flemish level of education your foreign qualification is comparable** (secondary education, advanced vocational education, Bachelor or Master) to apply for a particular job. This applies to a lot of cases.
2. If there is **no corresponding study programme** in higher education in Flanders (e.g. mining engineer). You can find out this kind of information at:  
[www.hogeronderwijsregister.be](http://www.hogeronderwijsregister.be).
3. If you **do not or no longer have the details of the curriculum** of the studies you attended it is safest to go for a recognition of level.

#### Please note!

For secondary education diplomas, NARIC-Vlaanderen only examines the level, unless specific recognition is required to practise a regulated profession.

## 4. In which cases should I go for a specific recognition?

1. If recognition with a specific certificate of studies is required to take up a particular job. Inquire with your (future) employer.
2. If you are looking to practise **a regulated profession** in Belgium (e.g. physician, nurse, architect, accountant, etc.) **with a qualification obtained outside of the EEA or Switzerland.**
3. If you are looking to carry **a reserved occupational title.** For instance industrial engineer, business engineer, civil engineer, physician, dentist, pharmacist, architect, midwife, social worker, etc.

## 5. Which documents do I need to provide NARIC with?

Which documents you need to provide NARIC with **depends on the procedure you choose.** Specific recognitions require more documents than recognitions of level. If your documents are not in Dutch, French, English or German, make sure you also include translations. Go to [www.naricvlaanderen.be](http://www.naricvlaanderen.be) for further details.

**Copies or scans of your documents** will suffice. If the original documents are required for the purpose of authenticity verification, NARIC will contact you.

## 6. Which options are open to me if the recognition I requested is denied?

**You can obtain the desired qualification by enrolling for a supplementary study programme.**

Go to [www.onderwijskiezer.be](http://www.onderwijskiezer.be). This site has full details of the kind of study programmes that are available and which educational institutions organise them.

**You have additional documents that contradict the grounds for the decision.**

You can apply for a **review** of the decision within 6 months after you received NARIC's decision. You provide NARIC with the additional documents by post or by e-mail.

**You believe a material error occurred in the treatment of your case file.**

You can submit a **request for reconsideration** within 30 days after you received NARIC's decision. Send a letter by recorded delivery to:

NARIC-Vlaanderen  
Hendrik Consciencegebouw  
Koning Albert II-laan 15  
1210 Brussels

**You disagree with the grounds for the decision.**

You can **appeal** against the decision:

- **Higher education qualification:** send a letter by recorded delivery signed by yourself or your legal counsel within 30 days after you received NARIC's decision to:

Raad voor betwistingen inzake studievoortgangsbepalingen (Council for Disputes of Study Progress Decisions)  
Hendrik Consciencegebouw  
Koning Albert II-laan 15  
1210 Brussels

**AS WELL AS**

NARIC-Vlaanderen  
Hendrik Consciencegebouw  
Koning Albert II-laan 15  
1210 Brussels

- **Secondary or adult education diploma:**

send a letter by recorded delivery signed by yourself or your legal counsel within 60 days after you received NARIC's decision to:

Raad van State (Council of State)  
Wetenschapsstraat 33  
1040 Brussels

**AS WELL AS**

NARIC-Vlaanderen  
Hendrik Consciencegebouw  
Koning Albert II-laan 15  
1210 Brussels



## 7. How long does it take before NARIC gets back to me with a decision?

### Recognition of level

60 calendar days

### Specific recognition

120 calendar days

### Recognition of doctorates

120 calendar days

NARIC aspires to deal with all case files within this time limit. The time limit starts once you have entered all documents required.

If you submit an incomplete case file, we will contact you to call up the missing documents. You have 6 months to send in the missing documents. Failure to comply with this requirement will see your application closed. If you were to as yet provide us with missing documents beyond 6 months, you will be required to pay the applicable fee(s) again or present valid proof of exemption.

You can track the status of your case file online via [www.naricvlaanderen.be](http://www.naricvlaanderen.be).

## 8. How much do I need to pay for the recognition?

### Recognition of level

90 euros

### Specific recognition

180 euros

### Recognition of doctorates

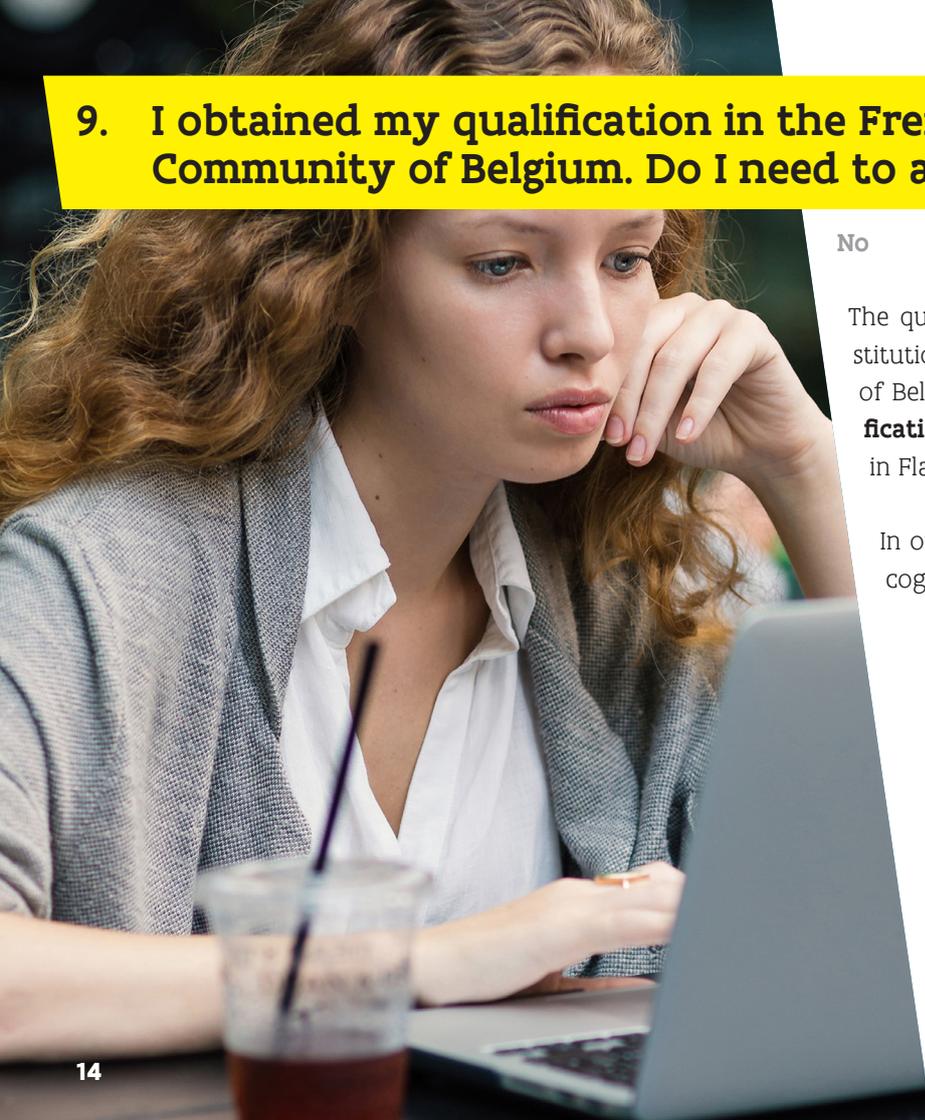
300 euros

The examination of the equivalence is **free of charge** for applicants who fall under one of the following categories at the time of the application:

- recognised refugees or those who have been awarded subsidiary protection status
- persons on augmented benefits
- persons on guaranteed minimum income benefit or receiving welfare assistance that is equal to guaranteed minimum income benefit
- persons who have signed a civic integration contract

- job seekers who have a track agreement or a rendez-vous sheet with the VDAB
- job seekers who have an action plan or who are signed up to a ACTIRIS coaching action

If you rank among any one of these groups, make sure you add valid documentary evidence to your documents file. Go to [www.naricvlaanderen.be](http://www.naricvlaanderen.be) to find out which documentary evidence is accepted by NARIC.



9. I obtained my qualification in the French or German-speaking Community of Belgium. Do I need to apply for a recognition?

No

The qualifications delivered by recognised educational institutions in the French or German-speaking Communities of Belgium are **equivalent to the corresponding qualifications** delivered by recognised educational institutions in Flanders.

In other words there is no need for you to initiate a recognition procedure with NARIC.

## 10. Which qualifications are automatically equivalent to a Flemish qualification?

Some foreign qualifications are automatically recognised in Flanders:

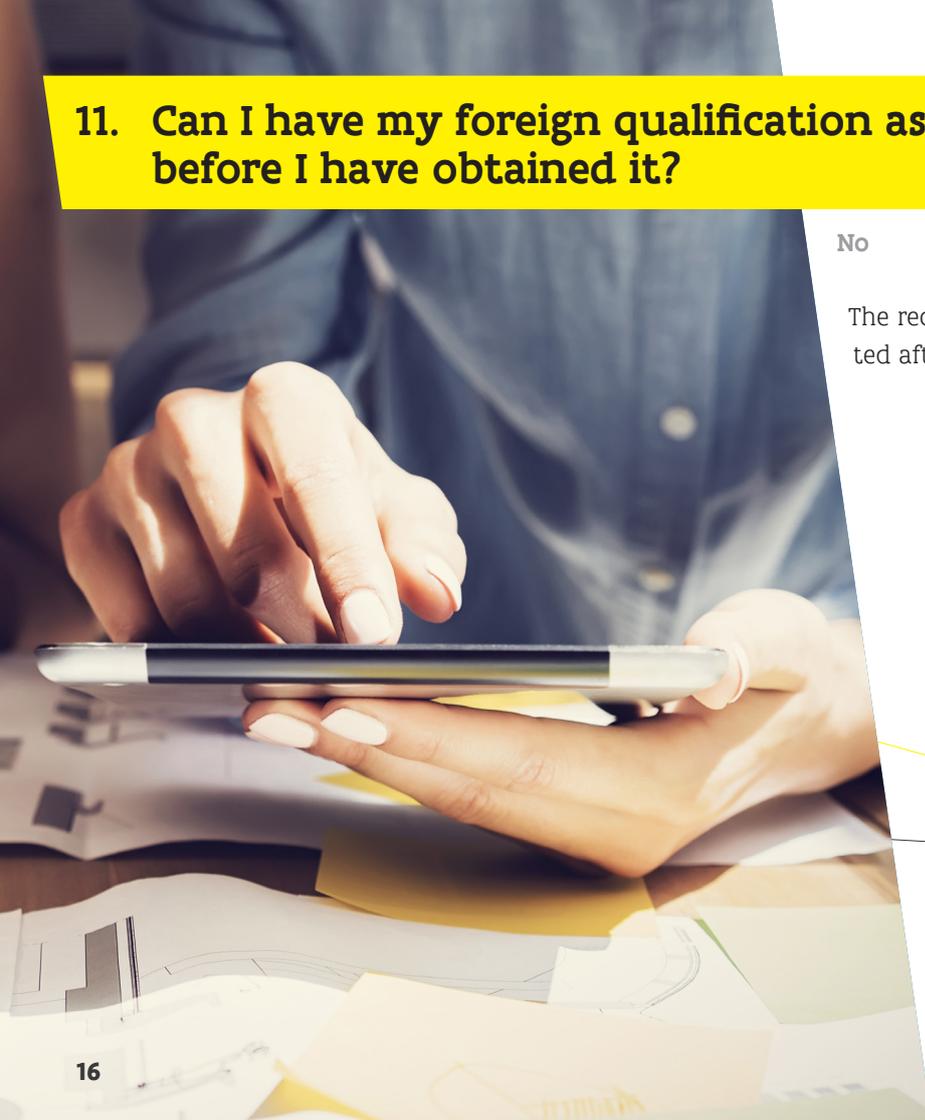
- The **level of Dutch and Luxembourg Bachelor's and Master's qualifications and doctorates** that were obtained at a recognised institution are **automatically recognised** in Flanders.
- The level of certain **secondary education qualifications delivered in The Netherlands** is automatically recognised in Flanders.
- The **international baccalaureate qualification** delivered by the International Baccalaureate Organization in Geneva and **the European baccalaureate qualification** are automatically equivalent to the Flemish diploma of secondary education.
- Some qualifications delivered by the European University Institute Firenze are automatically recognised by way of a specific Flemish qualification.

You don't need to apply for the recognition of these qualifications. The recognition is enshrined in law, available to be consulted at [www.naricvlaanderen.be](http://www.naricvlaanderen.be). You can directly apply for jobs with employers and refer them to the legislative text that is relevant to your qualification.

### Please note!

the automatic recognition only decides on the level of these certificates. If you require a recognition with a specific Flemish certificate, you will nevertheless be required to initiate a recognition procedure with NARIC.

We are working hard to expand the automatic recognition to include qualifications from other countries. Check out [www.naricvlaanderen.be](http://www.naricvlaanderen.be) for the latest news.

A close-up photograph of a person's hands holding a smartphone. The person is wearing a blue button-down shirt. The background shows architectural blueprints and yellow sticky notes on a desk. The lighting is warm and focused on the hands and phone.

## 11. Can I have my foreign qualification assessed before I have obtained it?

No

The recognition of a foreign qualification is only investigated after the qualification has been duly obtained

## 12. I am looking to take up a regulated occupation on a qualification which I obtained within the EEA. What do I need to do?

Do you hold a qualification obtained within the EEA or Switzerland and does this give you access to a regulated occupation in your home country? If the said occupation is regulated in Belgium too, in a lot of cases you will be able to speak directly to the bodies qualified for professional recognitions. In that case you will not need to initiate a recognition procedure with NARIC.

Get in touch with the body that is qualified for your occupation. Each body has its own procedure. Further details of the professional recognition of regulated occupations and the list of qualified bodies is available at [www.naricvlaanderen.be](http://www.naricvlaanderen.be).

If you do not comply with the requirements for a professional recognition, you can still apply with NARIC to have your qualification recognised.

## 13. Is there a specific procedure for the health care professions?

Are you looking to find a job in the medical/health care sector as a **physician, dentist, nurse, care worker or carer** on a **qualification obtained outside of the EEA**? In that case be sure to apply for a specific recognition of your qualification. If you have obtained your qualification **within the EEA**, get in touch with the body qualified for that occupation. **See question 12.**

A committee of experts assesses the specific recognition of qualifications in nursing, medicine and dentistry. You may be asked to provide supplementary details of your curriculum, internships and work experience. You may also be invited by the committee to attend an interview or to sit a test to demonstrate your competences.

Find out more at [www.naricvlaanderen.be](http://www.naricvlaanderen.be).

NARIC does not decide on access to the occupation. For enquiries please contact the Vlaams Agentschap Zorg & Gezondheid (Flemish Care and Health Agency): [www.zorg-en-gezondheid.be/zorgberoepen](http://www.zorg-en-gezondheid.be/zorgberoepen)



## 14. How can I have my Flemish qualification recognised abroad?

**Contact the NARIC centre of the country** where you are looking to use your qualification. Contact details for these centres are available from <http://enic-naric.net>.

If the country concerned does not have an ENIC or NARIC centre, get in touch with that country's Ministry of Education.

NARIC-Vlaanderen is available to prepare **a certificate** in Dutch or English, free of charge, confirming that your qualification was recognised and delivered by an educational institution that is recognised in Flanders. In addition, the certificate contains further summary information of the field of study, the study volume and the extent to which you comply with applicable European directives.

Apply for your certificate by sending a mail to [naric.atten@vlaanderen.be](mailto:naric.atten@vlaanderen.be) or send in your details by post. Be sure to provide NARIC with:

- a photocopy of your Flemish qualification
- your National Number or a photocopy of your identity card
- your address details

Specify whether you want to be sent the certificate in Dutch or in English.

The **diploma supplement too contains useful information** about your studies. The educational institution where you obtained your qualification can provide you with the diploma supplement in English.

## 15. I am a refugee and I do not have all my documents. What do I need to do?

If, at the time of your application, you hold asylum seeker status, recognised refugee status or have been awarded subsidiary protection status and you do not have all the documents required, you can apply for a **recognition of level** of your foreign certificate. In that case, you will need to complete an additional questionnaire: the information fact sheet for refugees. This fact sheet is available at [www.naricvlaanderen.be](http://www.naricvlaanderen.be).

However, in all cases, you will need to submit documentary evidence showing that you duly completed the study programme abroad. This could be anything from a diploma, a grade sheet for your final year, a provisional qualification or a duplicate copy of a qualification.

Only opt for a specific recognition if you:

- are looking to take up a regulated occupation
- are looking to practise an occupation with a reserved occupational title
- qualify for a track at Flemish university (VLIR track). Find out more at [www.naricvlaanderen.be](http://www.naricvlaanderen.be)

# Contact

## Telephone

**Call freephone number 1700**, every working day from 9.00 to 19.00 hours.

If you are based abroad, call toll line +32 2 553 1700.

## Address

### **NARIC-Vlaanderen**

Hendrik Consciencegebouw  
Koning Albert II-laan 15  
1210 Brussels

## Website

[www.naricvlaanderen.be](http://www.naricvlaanderen.be)





# Colofon

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