



Request form

Recognition of EU professional qualifications for senior secondary vocational education (MBO) instructors

Where to send this form

Please send your completed form to: diplomaserVICES@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

First name	Other initials

First name (in full) and other initials

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1.2 Date of birth

Day	Month	Year

1.3 Telephone number and email address

Telephone number**	E-mail address**
_____	_____

1.4 Do you have a contact person or agency?

No

Yes > *Fill in the authorization in question 1.5*

Name of agency (where applicable)

1.5 Authorization for contact person or agency

Surname	First name (in full) and other initials
_____	_____

Telephone number**	E-mail address**
_____	_____

Day	Month	Year

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

Signature

|_____

2 Correspondence

2.1 Where should we send our correspondence?

Street	House number
<hr/>	
Postcode	Town/City
<hr/>	
Country	
<hr/>	

2.2 This is the address of

the applicant (as given in 1.1)

the contact person or agency (as given at 1.5)

Another person / organization:

Surname	Initials
<hr/>	
Name organization	
<hr/>	

3 Evidence

3.1 You must attach the following documents

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

- A chronological overview of your education and employment experience
- Copy or copies of your education certificate(s) ¹
- Copies of grade transcripts relevant to your education certificate(s) ¹
- Copy or copies of evidence of teacher training specific to employment in the education system
- A copy of your passport or other identity document
- If you have one, a Certificate of Conduct (Verklaring omtrent het gedrag, VOG) for a position as MBO instructor, issued within the past three months ²
- Optional: a copy of an IDW credential evaluation, if you have one

DUO may consult the responsible foreign authority for evaluation and verification purposes.

- 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 If you do not currently hold a Certificate of Conduct, we may ask you to submit one at a later stage.

4 Signature

I declare that I have completed this 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							
<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Signature									
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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.