

CREDENTIAL EVALUATION APPLICATION FORM

Diploma holders / Organizations / Municipalities

- This document counts six pages. Please complete all the pages and don't forget to put your signature at page five. At page six you can find the explanation about the payment for a credential evaluation.
- A number of questions are marked with *. This means that you will find more information on these questions in the explanation document to the application. Please read the explanation document carefully, while filling in the form. Additional documents could be required.
- Sometimes, an evaluation of the diploma and/or certificate is not possible. In this case you will receive a *Bericht Geen Waardering*. A *Bericht Geen Waardering* is issued after a substantive assessment of the application by the respective country expert.
- We do not return the documents you have submitted. Therefore, please do **not** send original diploma's and lists of subjects, but always copies.
A credential evaluation only concerns the documents which you enclose with the application.

1. Who is applying for a credential evaluation?*

- Diploma holder
- Private company
- Municipality
- Other, namely _____

2. Type of application*

- Regular application € 123,-
- Urgent application € 176,-

3. Data of applying organization (If you apply as a diploma holder for an evaluation, then please skip question 3)*

- 3a Name of organization: _____
- 3b Address / P.O. Box: _____
- 3c Number: _____
- 3d Postal code: _____ Town: _____
- 3e Country: _____
- 3f Phone number: _____
- 3g Contact person: m / f
- 3h Family name of contact person: _____ Initials: _____
- 3i E-mail address contact person: _____

4. Data of the holder of diploma/certificate + address where you want to receive the credential evaluation

- 4a **Family name:** _____
- 4b **Family name as mentioned on diploma/certificate*:** _____
- 4c **Given name(s):** _____ **Sex:** m / f
- 4d **Address / P.O. Box*:** _____
- 4e **Number:** _____
- 4f **Postal code:** _____ **Town:** _____
- 4g **Country:** _____
- 4h **E-mail address:** _____
- 4i **Phone number:** _____
- 4j **Date of birth*:** _____

5. Data of the to-be-evaluated diploma (as stated on the diploma/certificate)

- 5a **Country of certification:** _____
- 5b **Name of diploma to be evaluated*:** _____
- 5c **Year of issue*:** _____
- 5d **Education completed?***
- Yes
 - No, I did not finish my study, but followed classes till the year _____.
Total duration of the entire study is _____ year.
- 5e **Branch of study:** _____
- 5f **Name educational institute:** _____
- 5g **Language of the documents:** _____

6. Purpose of the application

- I want to work as a _____ (please mention profession)
- I want to work in a regulated profession ('protected profession'), but first I would like to have a general evaluation of my diploma.
- Combination of study and work, that is _____ (please mention study)
- I participate in a naturalization procedure (inburgering)
- Other reason, that is (please explain) _____

7. Overview educational background*

Please fill in the schedule below, including the diploma that should be evaluated.

Education and training <i>Education and training (use original names, if possible)</i>	Period	Duration of education according to education plan	Diploma obtained? When?
Primary education _____	from _____ to _____	___ years	<input type="checkbox"/> Yes / <input type="checkbox"/> No in year _____
General secondary education _____	from _____ to _____	___ years	<input type="checkbox"/> Yes / <input type="checkbox"/> No in year _____
Senior secondary vocational education and training _____	from _____ to _____	___ years	<input type="checkbox"/> Yes / <input type="checkbox"/> No in year _____
_____	from _____ to _____	___ years	<input type="checkbox"/> Yes / <input type="checkbox"/> No in year _____
Higher professional education / University _____	from _____ to _____	___ years	<input type="checkbox"/> Yes / <input type="checkbox"/> No in year _____
_____	from _____ to _____	___ years	<input type="checkbox"/> Yes / <input type="checkbox"/> No in year _____

8. Relevant work experience*

Please complete the schedule below regarding relevant work experience. This is not obligatory. This information could possibly be used for additional advice.

Professions / jobs	Period	Total duration of the profession / job
_____	from ____ till _____	_____ year(s)
_____	from ____ till _____	_____ year(s)
_____	from ____ till _____	_____ year(s)

9. Checklist minimal required documents

For an evaluation of your diploma/certificate, the following documents are required. We therefore ask you to send these documents directly with the application. This will avoid delays in the processing of the application. Without these documents, we cannot evaluate your diploma/certificate.

On page 3 of the 'Explanation document application for credential evaluation' additional requirements are indicated.

Tick the box in case the documents are enclosed in the application.

Minimally required documents which you should always enclose:

- 9a A **completed application form** for a credential evaluation*.
- 9b A copy of the **diploma that has to be evaluated**, as issued by the educational institute*.
- 9c A copy of the **official list(s) of subjects / list(s) of results** of all the followed study years, mentioning the name of the diploma holder, and as issued by the educational institute*.
- 9d A copy of the **sworn translation** of the diploma/certificate and the official list(s) of subjects / list(s) of results*.
- 9e A copy of a **valid identification card or passport***.

Documents which you need to enclose in some cases. See also page 3 of the explanation document.

- 9f A copy of the **preceding diploma** and of the **official list(s) of subjects / list(s) of results** of all the followed study years, mentioning the name of the diploma holder, and as issued by the educational institute*.
- 9g A copy of the **statement of approval of UWV** for a credential evaluation.
- 9h If you have a diploma from one of the countries mentioned below: by ticking this box, you indicate that you are aware of these additional requirements*.
 - Canada
 - United States of America
 - All countries in Africa, except Egypt, Libya, Morocco, Algeria, Tunisia, Sudan and Mauritania
 - Poland
 - Morocco
 - Sri Lanka and Malaysia
 - Singapore, Thailand and Taiwan
 - China

10. How did you find the Information Centre for Credential Evaluation?

- Via UWV WERKbedrijf
- Via the website www.werk.nl
- Via my employer
- Via Google.com / Internet search engines
- Via a flyer / promotional material
- Via friends / acquaintances / co-workers
- Via EP-Nuffic
- Via DUO
- Other, _____ (please specify)

11. Signature*

Date of application: _____ (day, month, year)

Signature holder of diploma/certificate:

Signature contact applying institute

By signing this application form the applying institute guarantees the payment for the credential evaluation.

By signing this application form the holder of the diploma/certificate declares to have honestly filled out all data. He/she also guarantees the exactness of the submitted documents. Also the holder of the diploma/certificate authorizes the applying institute to apply for a credential evaluation and to receive the credential evaluation for him/her.

The data of the holder of the diploma/certificate will be listed in the register of the Information Centre for Credential Evaluation and the centres of expertise involved.

Please send this completed application form, including the requested documents (no originals) by post to:

IcDW (Information Centre for Credential Evaluation)
P.O. Box 7338
2701 AH Zoetermeer
The Netherlands

You can also send the application via e-mail to info@idw.nl

If you send the request by e-mail, we ask you to send the application as follows:

- Documents should be supplied as a PDF file (no zip-file)
- Documents have to be scanned in color; we cannot accept pictures and images
- All text and any frames, rims and stamps must be clearly readable
- The e-mail should have a maximum of 7 MB

More information about credential evaluation can be found at www.idw.nl

You will find an instruction on the payment of your application on the next page.

HOW CAN I PAY FOR A CREDENTIAL EVALUATION?

In the following schedule you can find information about the different procedures, costs and handling time.

Type of application	Costs	Handling time
Regular application	€ 123,-* per diploma	4 working weeks, once the application is paid for and complete
Urgent application	€ 176,-* per diploma	2 working weeks, once the application is paid for and complete

*VAT is not applicable for these costs.

No rights can be derived from the handling times.

Please use the checklist in the application form, to ensure that your application is complete. This enables us to deliver your evaluation more quickly.

For payments from within the Netherlands:

IBAN-number **NL46 RABO 0167 8898 34** on behalf of SBB, Zoetermeer.

Please state the family name of the diploma holder as well as his/her date of birth.

For payments from abroad:

IBAN-number: **NL46 RABO 0167 8898 34**

BIC-number: **RABONL2U**

Accountholder: SBB, P.O. Box 7259, 2701 AG Zoetermeer, The Netherlands

Name bank: Rabobank

Location bank: Zoetermeer, the Netherlands

Please state the family name of the diploma holder as well as his/her date of birth.

For international payments, please note :

a foreign bank can impose transaction fees on payments from abroad. These costs are for you as the applicant.

Therefore, choose the option '**Our cost' (OUR)** during the transaction, and **not** the option 'Shared cost' (SHA). Your bank can inform you whether this is possible.