



## CREDENTIAL EVALUATION APPLICATION FORM

Diploma holders / Organizations / Municipalities

### Why this form?

With this form you can apply for a credential evaluation. We see what your school or university diploma is worth. This is important if you want to find work or enrol in education in the Netherlands.

### For which diplomas can you request an evaluation?

We encourage you only to apply for a credential evaluation if you've been to school after primary school.

**Please note:** sometimes we cannot evaluate a diploma. You will then get from us a *Bericht geen waardering*.

### For which diplomas can you not request an evaluation?

For the following diplomas, you cannot request an evaluation:

- Training courses or degree courses that were shorter than 1000 hours. A school year is 1000 hours.
- Diplomas which you have received from a school that received no money from the government. For example, a private school.
- Dutch diplomas and/or certificates.

### What must you do?

For your application you must do the following:

- Complete the form, sign it and send it in.
- Enclose the diploma or document you want to have evaluated.
- Check at question 9 for the other documents you need to send.

**Please note:** Do not send original diplomas, lists of subjects and other documents. Make copies and send them along. The documents that you send us you will not get back.

### What does an evaluation cost?

A credential evaluation costs € 148,83 per application.

Do you want to do an urgent application? The costs are € 212,96 per application.

### How long does the evaluation take?

Have you sent all the documents we need, and did you pay for the application?

For a normal application, it then takes four working weeks before you receive the letter with the evaluation. For an urgent application, it then takes two working weeks before you receive the letter with the evaluation.

Did you not send in all necessary documents? Then it takes more time before you receive the evaluation.

If you sign this form, you give us permission to check the information. We may ask other people questions about you. These could be, for example, about the school or study you did. Or we can ask you to show us the original diplomas and other documents. We may also ask you to send additional documents, if necessary.

### Do you have any questions?

More information on credential evaluation can be found at [www.idw.nl](http://www.idw.nl).

Do you have any other questions? Send an e-mail to [info@idw.nl](mailto:info@idw.nl) or call the Information Centre for Credential Evaluation (IcDW), telephone 079 321 79 30. You can reach us from Monday through Thursday, from 9:00 AM to 12:30 PM.



### 1. Who is applying for the credential evaluation?

- Diploma holder
- Private company
- Municipality
- Other, namely \_\_\_\_\_

### 2. What kind of application do you want?

- Normal application                      € 148,83
- Urgent application                        € 212,96

### 3. Information about the applying organization

(If you apply as a diploma holder for an evaluation, then please skip question 3)

Name of organization: \_\_\_\_\_

Address and number / P.O. Box: \_\_\_\_\_

Postal code and city: \_\_\_\_\_

Country: \_\_\_\_\_

Contact person:  m /  f

Family name of contact person: \_\_\_\_\_ Initials: \_\_\_\_\_

E-mail address contact person: \_\_\_\_\_

Phone number: \_\_\_\_\_

### 4. Information about the holder of diploma

Last name: \_\_\_\_\_

Is there a different last name on your diploma? Fill that in here.

\_\_\_\_\_

First names: \_\_\_\_\_

Male /  Female

Date of birth (day/month/year) \_\_\_\_\_

E-mail: \_\_\_\_\_

Telephone number: \_\_\_\_\_

*Write below the address where you would like to receive the letter with the evaluation:*

Street and house number or PO box: \_\_\_\_\_

Postal code and city: \_\_\_\_\_

Country: \_\_\_\_\_



## 5. Information about the diploma that needs to be evaluated

Write down everything you know about the diploma that you want to have evaluated. Did you not complete the school or course of study? Do you not have a diploma? Write this down, as well. We can maybe evaluate the schooling.

In which country did you receive your diploma? \_\_\_\_\_

What is the name of the diploma? \_\_\_\_\_

**Please note:** use the name on the diploma. Write this down in the alphabet that we use in the Netherlands. Do not use Chinese, Cyrillic or Arabic letters.

What year is the diploma? \_\_\_\_\_

**Please note:** the year must be on the diploma.

In what language is the diploma written? \_\_\_\_\_

What is the name of the school or university? \_\_\_\_\_

Which field of study did you do there? \_\_\_\_\_

How many years did it take to officially complete the school or the study? \_\_\_\_\_ years

Did you complete the school or study?

- Yes
- No. In which school year or year of study did you stop? \_\_\_\_\_

## 6. Why do you apply for the evaluation?

- I want to work as a \_\_\_\_\_ (please explain)
- 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 explain)
- Other reason, that is (please explain) \_\_\_\_\_



## 7. Schools and studies

Give information below about all schools and studies that you have done.

| What is the name of the school or university?<br>Please note: use the original name. Write this down in a Western language. Do not use Cyrillic or Arabic letters. | In what years were you at school or university? | How many years did the school or study take officially? | Did you get a diploma?<br>In what year?                                      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|---------------------------------------------------------|------------------------------------------------------------------------------|
| Primary school<br>_____                                                                                                                                            | from _____<br>to _____                          | ___ years                                               | <input type="checkbox"/> no<br><input type="checkbox"/> yes<br>In year: ____ |
| Secondary school<br>_____                                                                                                                                          | from _____<br>to _____                          | ___ years                                               | <input type="checkbox"/> no<br><input type="checkbox"/> yes<br>In year: ____ |
| Vocational education and training<br>_____                                                                                                                         | from _____<br>to _____                          | ___ years                                               | <input type="checkbox"/> no<br><input type="checkbox"/> yes<br>In year: ____ |
| _____                                                                                                                                                              | from _____<br>to _____                          | ___ years                                               | <input type="checkbox"/> no<br><input type="checkbox"/> yes<br>In year: ____ |
| Higher education or university<br>_____                                                                                                                            | from _____<br>to _____                          | ___ years                                               | <input type="checkbox"/> no<br><input type="checkbox"/> yes<br>In year: ____ |
| _____                                                                                                                                                              | from _____<br>to _____                          | ___ years                                               | <input type="checkbox"/> no<br><input type="checkbox"/> yes<br>In year: ____ |

## 8. Relevant work experience

Write below if you have worked in the profession for which you have gone to school or studied. You do not have to answer this question. We do not need this information to evaluate your diploma. But the information is important to give you the best possible advice.

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

## 9. Which documents do you need to send?

A. Below is a list of documents that you **must always** send in. Use this list to make sure you include everything. If your application is not complete, we cannot evaluate your diploma. Do you not have a diploma or list of subjects / list of results anymore? Apply for them again at your school or university.

- The completed application form for a credential evaluation. Make sure you have completed all the pages. Do not forget to put your signature at the bottom of the form.
- A copy of the diploma from the school or university you want to have evaluated. Write on the copy that it is a diploma. And in what year you received the diploma.  
**Please note:** we only want documents that you received from your school. Also, your name must be on them.
- Do you have a diploma from secondary school or vocational education and training? Also send a copy of the list of subjects / list of results from the year that you took your final exams.

Do you have a diploma from higher education or university? Then, send a copy of the list of subjects / list of results from all the years at school. You may also send a documents stating which subjects you took.

**Please note:** we only want documents that you received from your school. And your name must be on them.

- A copy of a valid ID document, such as an ID card, passport or residence permit of the diploma holder. Copy the front and back side of the residence permit. We do not accept a copy of a driving license as a valid ID document.

B. Below is a list of documents that you **must sometimes** send in. This depends on your situation. Or the type of higher education or university you did. Do you not have a diploma or list of subjects anymore? Apply for them again at your school or university.

- A copy of the **sworn translation** of the diploma and the official list(s) of subjects / list(s) of results. You need to send in a translation if the school or university did not issue the documents in Dutch, English, German or French.

You can find sworn translators in the Register Beëdigde Tolken en Vertalers via [www.bureaubtv.nl](http://www.bureaubtv.nl). You can also have you documents translated by a sworn translator in your home country.

- Is your diploma a second diploma of higher education, such as a Master's degree?  
Please also send a copy of:
  - ✓ the Bachelor's diploma
  - ✓ the transcript of grades from all of the years at school. You may also send documents of all of the years at school, stating which subjects you took.**Please note:** we only want documents that you received from your school or university. And your name must be on them.
- Is your diploma a third diploma of higher education, such as a Ph.D.?  
Please also send a copy of:
  - ✓ the Bachelor's diploma
  - ✓ the Master's diploma
  - ✓ the transcript of grades from all of the years of the Bachelor's degree programme and the Master's degree programme. You may also send documents of all of the years at school, stating which subjects you took.**Please note:** we only want documents that you received from your school or university. And your name must be on them.



- A copy of the **statement of approval of UWV** for a credential evaluation. You need this document when you apply for the evaluation with permission from UWV. This is possible when you receive a ZW-, WAZ-, WAO-, WIA- or WAJONG benefit. Please check [www.werk.nl](http://www.werk.nl).
  
- C. Do you have a diploma from one of the countries listed below? Then you must **also send** extra documents. These are added to the documents already mentioned above. Per country, you can see which extra documents are necessary.
  - **Africa (all countries), but not Algeria, Egypt, Libya, Mauritania, Morocco, Sudan and Tunisia**  
Do you have a diploma from higher education or university? Please also send a copy of the diploma from your secondary school.
  - **Canada and the United States**  
An *official transcript*. You must request this yourself from the school or university from which you have obtained the diploma. The school must send the *official transcript* in a sealed envelope directly to the IcDW.
  - **China**  
Do you have a Bachelor's degree through a *top up* or *upgrade* Bachelor's degree course? This usually takes 2 years. Also send the diploma that you needed to start this study. And the lists of subjects of all school years.  
Have you done schooling for the degree of Bachelor, Master or Ph.D.? Then you must send the *graduation certificate* as well as the *degree certificate*.
  - **Morocco**  
Do you have a *baccalauréat*? Please also send a copy of the list of subjects from the local *académie*.
  - **Poland**  
Do you have a diploma from higher education or university? Please also send a copy of the summary of the courses that you took. Sometimes the school itself gives this summary. Sometimes you have to ask for it. If you do not have the summary, please send us a copy of the *Indeks*.
  - **Singapore, Taiwan and Thailand**  
Do you have a Bachelor's degree through a *top up* or *upgrade* Bachelor's degree course? This usually takes 2 years. Also send the diploma that you needed to start this study. And the lists of subjects of all school years.
  - **Malaysia and Sri Lanka**  
Do you have the diploma *General Certificate of Education A-level*? Please also send a copy of the diploma *General Certificate of Education O-level*. Please include the list of the subjects you have done.

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

- Via Google.com / Internet search engines
- Via my employer
- Via a flyer / promotional material
- Via friends / acquaintances / co-workers
- Via Nuffic
- Via DUO
- Via UWV / [www.werk.nl](http://www.werk.nl)
- Other, \_\_\_\_\_ (please explain)



## 11. Signature

Please sign the form. By signing, you state that you provided all necessary information, that the information is correct and that you will pay for the application. The organisation can also apply for the evaluation, and receive the document.

Your data will be listed in the register of the Information Centre for Credential Evaluation and the centres of expertise involved. Your data will be stored for 7 years.

Signature holder of diploma

Signature contact applying organisation

\_\_\_\_\_

\_\_\_\_\_

Date of application: \_\_\_\_\_ (day, month, year)

Please send this application form and all documents (no original documents!) 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](mailto:info@idw.nl)**

If you send your application, please note that:

- Documents should be attached as a PDF file (no zip-file)
- Documents cannot be accepted via WeTransfer, Dropbox, Google Drive etc.
- 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 size of 15 MB

**You can find more information about credential evaluation at [www.idw.nl](http://www.idw.nl)**

**On the next page, you can read how you can pay for your application.**



## HOW CAN I PAY FOR A CREDENTIAL EVALUATION?

Below, you can read what a credential evaluation costs. You can also read how long it takes before you receive the evaluation.

| Type of application | What does it cost?    | How long does it take?                                         |
|---------------------|-----------------------|----------------------------------------------------------------|
| Normal application  | € 148,83* per diploma | 4 working weeks, once the application is paid for and complete |
| Urgent application  | € 212,96* per diploma | 2 working weeks, once the application is paid for and complete |

\* VAT is partly included in these costs.

We do not know in advance whether SBB or Nuffic will give the advice.

If SBB gives the advice you will have the VAT returned, after the date of issuing the advice.

Nuffic must hand over VAT. You will receive a definite invoice from Nuffic with their VAT-number, together with the evaluation product.

You cannot derive any rights from these terms.

Do you pay from within the Netherlands?

IBAN-number **NL46 RABO 0167 8898 34** for SBB, Zoetermeer.

Please state at the payment: the family name and date of birth of the diploma holder.

Do you pay 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 at the payment: the family name and date of birth of the diploma holder.

**Please note:**

A foreign bank can impose transaction fees on payments from abroad. As an applicant, you pay for these costs.

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.