Federal Ministry
Economy, Energy
and Tourism
Republic of Austria

Application: assessment of an apprenticeship

(to determine the technical correspondence with the training in an Austrian apprenticeship or a professional field)

office hours:
Tuesday and Thursday: 9.00 a.m. to 11.30 a.m
Make an appointment by phone: +43 (0)1 711 00 - 805321/803512 or
by e-mail: anerkennung-lehrabschluss@bmwet.gv.at

Please fill in in block capitals!

First and Last Name:

Street, house number:

Post code, place of residence:

Phone number, e-mail:

Social Security Number:

citizenship:

Federal Ministry Republic of Austria
Economy, Energy and Tourism, Department III/7
Stubenring 1, 1010 Vienna

I am requesting an assessment of my final professional exam taken abroad with regard to an Austrian apprenticeship qualification or occupational area for the purpose of employment in the labour market.

State where the exam was taken:

Austrian apprenticeship:
(further information: https://www.bmwet.gv.at/Themen/Lehre-und-Berufsausbildung/lexicon.html):

Date

Signature

Required documents (supplement sheet):

The following documents must be attached to the application for assessment.
Documents that are not in German must be submitted with a translation by a court-sworn interpreter.

- Diploma or final examination certificate for successfully completed training
- Attachment to the diploma or certificates about the duration of the training, the training content and the proportion of practical training
- if available: work book or confirmation of work experience in the professional field
- if available: language certificate for the German language
- if available: proof of name change (marriage certificate)
- CV
- copy of passport or identity card

Further notes:

The assessment provided primarily helps with job hunting. It is an orientation on the labour market for companies and job seekers to support qualification-adequate employment in Austria.

The assessment does not replace recognition of qualifications for access to professions regulated by law (Vocational Training Act „Berufsausbildungsgesetz - BAG“).

If detailed documents about

- competences acquired abroad
- professional experience in Austria or abroad

formal equality can subsequently and additionally be applied (Federal Ministry for Labour and Economy).

Fees and administrative charges for assessment procedure:

– Application fee	€ 14,30
– Execution fee	€ 14.30
– Enclosure fee/per sheet	€ 3.90

The fees and administrative charges will be prescribed after completion of the assessment procedure.

Information on the application (to be filled in by the applicant)

Please enter your details below:

Name of the profession learned:

School or educational institution:

Date of final exam:

Content of the final exam

(Based on the documents and own assessment):

Duration of the training:

Extent of practical training (esp. company internships):

Professional practice after training in the learned profession (if available)

(Please list your professional occupations in the respective companies):

1.

2.

3.

Continuing trainings (if available):

Imprint or enquiry note
Federal Ministry
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Department III/7, Stubenring 1, 1010 Vienna
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Vienna, April 2025