

## Checklist for Applicants

Dear Madam, dear Sir,

as a medical doctor, dentist, pharmacist or any further medical personell you do wish to get your diploma from abroad recognized in Hessen/Germany. At the „brmi - Akademie für Heilberufe“ we do offer you as a non-profit organization a full service including the counselling for the recognition process as well as the preparation classes to pass the necessary language examinations and the Assessment Test (Kenntnisprüfung). In order to provide you with the best possible advice, we do need the following documents from you:

1. current, complete CV (with a photo and further detailed information such as e-mail, address, telephone number etc.),
2. passport (page with photo) and proof of residence status (visa/permit to stay in Germany according to §§ 16, 17a, 18 etc.),
3. language certificates (B1, B2 or C1 etc.),
4. diploma as a doctor, dentist, pharmacist etc.,
5. if applicable, proof about internship (internatura, ordinatura, practical year etc.), (only applicable in certain countries),
6. if applicable, letter/certificate of references,
7. if applicable, notification from the Hessen State Examination and Investigation Office in the Health Service (HLPUG) or from the recognition authority of another Federal State (anderes Bundesland),
8. if applicable, any correspondence from the employment agency (Agentur für Arbeit) or the job center and
9. if applicable, provisional license of the HLPUG according to §§10 BÄO, 13 ZHG etc.

Please note:

- you cannot book any courses or exams without prior consultation,
- hand in all documents in German translation (please do not translate English originals),
- send in all documents electronically in pdf or word-format in simple copies and
- bring all originals for inspection on the consultation day.

After receipt of your documents, we will contact you a.s.a.p to arrange a first free-of-charge consultation.

Please refer to your consultants:

Mrs. ASATRYAN [asatryan@brmi-akademie.de](mailto:asatryan@brmi-akademie.de) +49-(0)69-48007690-12

Mrs. HELLMICH [hellmich@brmi-akademie.de](mailto:hellmich@brmi-akademie.de) +49-(0)69-48007690-16

Yours, Consultation Team

