

Recognition of foreign higher education diplomas

Guide to applying for diploma
equivalence

Direction de la reconnaissance des diplômes étrangers

Direction Générale de l'Enseignement supérieur, de l'Enseignement
tout au long de la vie et de la Recherche Scientifique

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I. Before you start

Read carefully

The procedure set out in this document is reserved for holders of a **higher education diploma** issued abroad and **recognized** by the competent foreign authorities of the country where it was obtained and who wish to:

- ✓ work in the Wallonia-Brussels Federation;
 - ✓ continue studies in the Wallonia-Brussels Federation requiring the equivalence of a higher education diploma (specialization in nursing, CAP);
 - ✓ follow professional training outside higher education (e.g. chartered accountant, IFAPME training).
- Do you hold **a secondary education diploma** (for example, French Baccalaureate)? You will find useful information on this subject on our website (<https://equisup.cfwb.be/>)
- Do you want to studies in Bachelor, Master, doctorate (other than those indicated above)? You will find useful information on this subject on our website(<https://equisup.cfwb.be/etudier/>)



It is not possible to save the request to come back to it later

Prepare your request carefully:

Submitting your request takes place in several stages and requires:

- ✓ to provide precise information about your studies (title of your diploma, legal duration of your studies, etc.) and, where applicable, your dissertation and any internship hours (refer to the following pages for more details);
- ✓ to have a scanned copy in PDF* format of your identity card, your diplomas and your transcripts.

* Any other format will be rejected

Once your request has been submitted:

X You can consult it but **can no longer modify it**: be as complete as possible;

X **You will not be able to submit a new** equivalence request until the one that has already been submitted is closed or stopped.

For any technical problems, contact the Etnic: by telephone : 02 800 10 10;

or by email : support@etnic.be



During your first connection, you will need to complete your signage
Click on "Complete my signage" when prompted.




You can return to this at any time if you need to make any changes (for example, to change your address).

II. Submit a request for diploma equivalence

From the application home page, choose «demande d'équivalence d'un diplôme d'enseignement supérieur» and click on «introduire une demande»

The screenshot displays a user interface with two main sections: 'Mes données personnelles' and 'Les demandes'. Under 'Mes données personnelles', there are two cards: 'Mes demandes' with a 'Consulter mes demandes introduites' button, and 'Ma signalétique' with a 'Consulter ou modifier ma signalétique' button. Under 'Les demandes', there are two cards: 'Demande d'équivalence d'un diplôme d'enseignement supérieur' with an 'Introduire une demande' button, and 'Demande de reconnaissance professionnelle (enseignants EEE)' with an 'Introduire une demande' button. A large orange arrow points from the top right towards the 'Introduire une demande' button of the first card in the 'Les demandes' section.

• STEP 1: the «demande»

 EQUIVALENCE DE DIPLÔME DE
L'ENSEIGNEMENT SUPÉRIEUR

Demande

Formations complémentaires

Documents

Commentaires

Mentions légales

Indicate here:

a) The type of your request:


- The purpose: From the drop-down list, choose between these 3 options:
 - "Further studies": specializations in healthcare (for diplomas outside the EU) / CAP / vocational training (please specify);
 - "Professional goals";
 - "Pension regularization"
- **Specify it briefly** (e.g., "enrollment in a geriatrics specialization" for further studies, "working as an architect" for professional purposes, etc.);
- **The purpose of the application:** from the drop-down list, choose between "equivalence to a specific degree" or "equivalence to a specific level of studies"

(The difference between these two concepts is detailed on our website:
<https://equisup.cfwb.be/equivalence/quest-ce-quune-equivalence/>)



Note: the equivalency will apply to the diploma specified in this section

• STEP 1: the «demande»

 EQUIVALENCE DE DIPLOME DE
L'ENSEIGNEMENT SUPERIEUR

Demande

Formations complémentaires

Documents

Commentaires


Mentions légales

b) Details of the diploma for which you are requesting equivalency:

- The full name of your diploma
 - The standard duration (normally required) for obtaining your diploma: this can be expressed in credits ("180 credits") or years ("4 years");
 - The period of your studies (for example, "2005-2010");
 - The name of the institution that awarded your diploma;
 - The issuing country, from the drop-down list;
 - The issuing city;
 - The date of issue (in dd/mm/yyyy format).
-
- Indicate whether or not you have completed a thesis by clicking on the drop-down list:
 - ✓ If so, please specify the title.
 - Indicate whether or not you completed any internships during your studies:
 - ✓ If yes, specify the number of hours (expressed in hours or credits)

- **How to validate the data provided?**

- ✓ When you have completed the requested data, click on « Etape suivante » (Next step) to continue

Etape suivante 




WARNING: transmission/validation is not possible if mandatory information has not been provided: an error message will tell you which data is missing or has not been correctly encoded.




When trying to validate your data, did you receive an « permission non valide » (invalid permission) or « une erreur s'est produite » (an error has occurred) message?
Maybe you've been inactive for too long?

- Close the application and log in again.

• STEP 2: the « formations complémentaires »

 EQUIVALENCE DE DIPLÔME DE
L'ENSEIGNEMENT SUPÉRIEUR

Demande 

Formations complémentaires

Documents

Commentaires

Mentions légales

Click on « Ajouter une formation » (Add Training) and indicate here:

✓ Your initial training (e.g. a “Bachelor’s” diploma if your main diploma is a Master’s degree);

✓ If existing, your additional training (e.g. a Doctorate diploma).

You don’t have any additional training to provide? Go to the next step directly.



Why is it necessary to specify these qualifications?

To ensure the administration understands your academic background.

If you have completed initial and supplementary training, you must include the relevant academic documents (diplomas and transcripts).

STEP 3: the « éléments constitutifs obligatoires » of the request

- EQUIVALENCE DE DIPLOME DE L'ENSEIGNEMENT SUPERIEUR
- Demande ✓
- Formations complémentaires ✓
- Documents**
- Commentaires
- Mentions légales

Eléments constitutifs obligatoires

Les documents suivants doivent être transmis obligatoirement pour valider votre demande :

- Document d'identité (EID ou passeport)

Pour vous orienter au mieux dans vos démarches, votre demande doit contenir au minimum les éléments suivants :

- Diplôme (formation principale, initiale et complémentaire si effectuée)
- Relevés de notes (formation principale, initiale et complémentaire si effectuée)

Type de document

Document d'identité (EID ou passeport)

Libellé


Document

Choisir un fichier Aucun fichier choisi

Ajouter

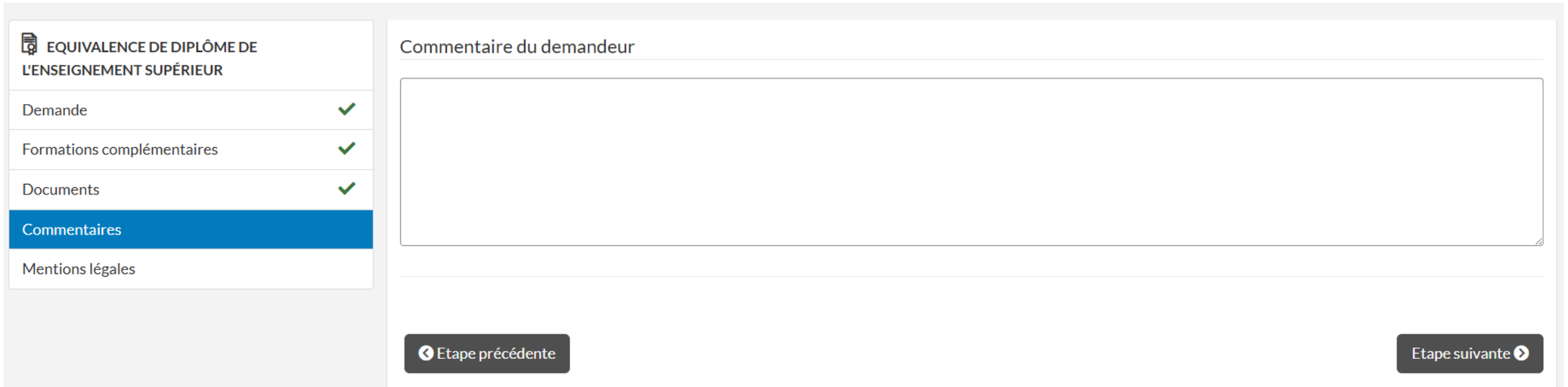
➤ Download here in PDF format :

- ✓ a copy of an identity document ;
- ✓ A copy of the diplomas and transcripts relating to your entire course (initial, main and additional training): information and documents necessary to guide you as best as possible
- choose the corresponding "document type" from the drop-down list;
- Indicate its "libellé" (its exact title, for example "Master's degree");
- Upload it, click "Ajouter" (add) **and save**.

 Be sure to submit the most complete request possible. If we cannot have a global vision of your journey, a request for additional information should be sent to you.

→ When all required documents have been added, proceed to the next step.

- **STEP 4: « Commentaire »**



EQUIVALENCE DE DIPLOME DE L'ENSEIGNEMENT SUPERIEUR	
Demande	✓
Formations complémentaires	✓
Documents	✓
Commentaires	
Mentions légales	


Commentaire du demandeur

Etape précédente

Etape suivante

This step (not obligatory) allows you to leave a comment (e.g. on the objective of your request or the possible absence of certain documents)

• STEP 5: Submitting your request

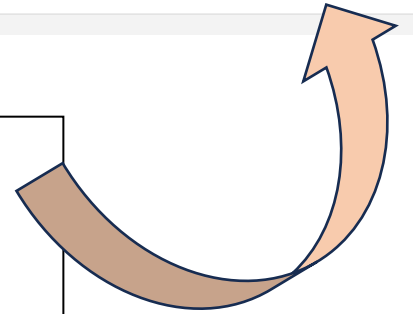
 EQUIVALENCE DE DIPLOME DE L'ENSEIGNEMENT SUPERIEUR	
Demande	✓
Formations complémentaires	✓
Documents	✓
Commentaires	✓
Mentions légales	

Mentions légales

La protection et la sécurisation de vos données est importante. L'accès à vos données est encadré de manière très stricte par le Ministère de la communauté française (qui agit en tant que responsable de traitement au sens du RGPD). Aucune donnée ne peut être consultée, utilisée, ou transférée sans une vérification préalable des autorisations. Pour de plus amples informations concernant le traitement de vos données dans le cadre de cette demande, contactez protectiondesdonnees@cfwb.be, en mentionnant : "AGE-DGESVR 01 - Gérer les demandes d'équivalence de diplômes du supérieur".

[← Etape précédente](#) [Envoyer ↗](#)

After reading the legal notices related to the GDPR, submit your equivalence request by clicking on « Envoyer » (send)



• STEP 5: Submitting your request



The screenshot shows a web interface for 'EQUIVALENCE DE DIPLOME DE L'ENSEIGNEMENT SUPERIEUR'. On the left, a sidebar lists several items, each with a green checkmark: 'Demande', 'Formations complémentaires', 'Documents', 'Commentaires', and 'Mentions légales'. The main content area features a large green circle with a white checkmark, followed by the text 'Votre demande a été soumise !' and 'Vous recevrez très prochainement un email de confirmation.' Below this is a dark button with a white icon and the text 'Consulter ma demande'.

Was your request submitted successfully? You are immediately informed and receive an email notification from « **noreplycama@etnic.be** »

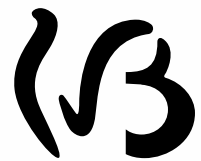


Didn't receive a notification? Check your spam folder.

- **And after?**

- Your application will be reviewed for eligibility:
 - **If it is eligible**, you will receive all the necessary information to continue the process and finalize your application*;
 - **If it is not eligible** (e.g., you have a qualification that falls outside our area of expertise), it will be discontinued, and you will be notified via the chat module, which will remain accessible for any questions.
- The application includes a chat module:
 - This allows you to communicate with your case manager;
 - and to always verify the information provided.
- You can check the different stages of your application's processing via the dedicated guide.

* Submitting an application does not obligate you to continue the procedure: it can be stopped if you do not wish to pursue it.



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Enseignement