

# Recognition of foreign higher education diplomas

Guide to completing your application  
and tracking its progress

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## **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. The features of the application

## 1. CONSULT YOUR REQUEST

Lets you check:

- The status of your request;
- Documents added by the administration;
- Current discussions.

## 2. DISCUSS WITH ADMINISTRATION

Allow:

- To read the messages left by the administration on the possibilities of recognition;
- to answer it.

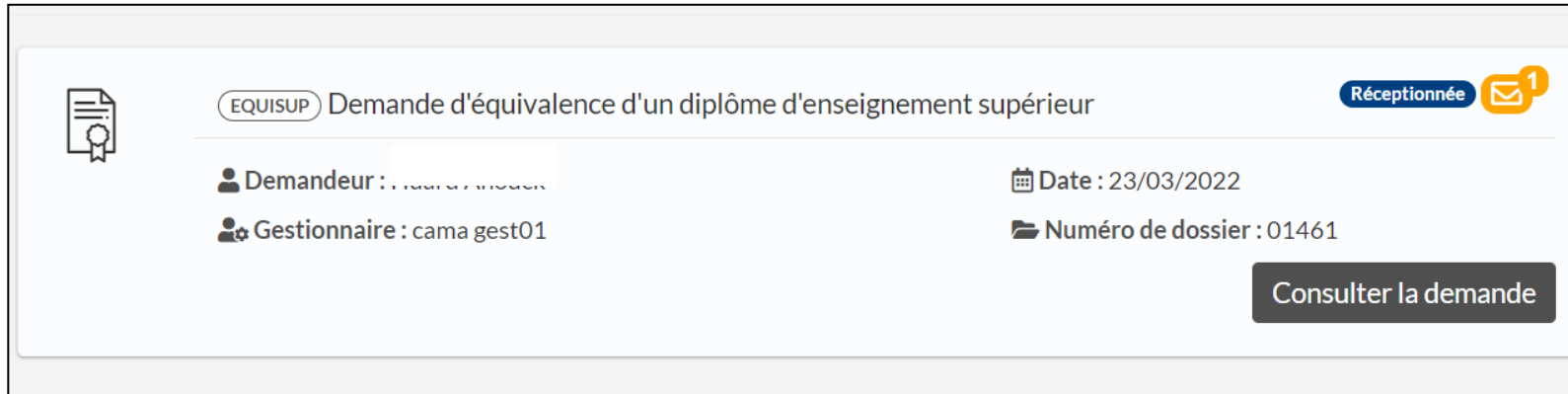
## 3. COMPLETE YOUR FILE

By adding the documents required according to the chosen procedure, in addition to those already added when submitting the request.

## II. CONSULT YOUR REQUEST

From the homepage, click on "view my submitted requests" (*Consulter mes demandes introduites*); you will access the details of your request, and can:

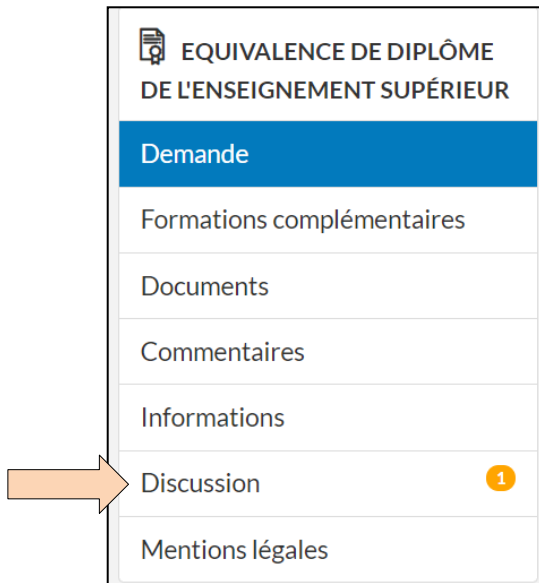
- ✓ check its status directly;
- ✓ review management data;
- ✓ see if a message has been sent to you.



In case of discussion or change of status, an automatic notification from "**noreply-cama@etnic.be**" will also inform you by email.

Even if you lose or do not receive the notification, you can find all the elements of your request (information, documents and discussions) in the application.

## III. Discuss with the administration and use the chat module



The discussion module is linked to a request: you can access it from your submitted request by clicking on the "**discussion**" tab.

- A file manager analyzes your request and informs you of the possibilities for recognition of your diploma and the rest of the procedure.
- After reading the message sent by the file manager, you can interact in the discussion module in the same way as by e-mail.
- Advantage: all messages are kept: they cannot be deleted either by the administration or by you.
- You can export the entire discussion as a PDF.

The manager of your file is also notified by notification of the messages you send to him.

- **After reading the message left by your file manager, you can:**

- **Continue the procedure and complete your initial request**

Based on the information provided by your file manager, you can modify the purpose and objective of your initial request if you wish (for example, request an equivalence of level of studies rather than an equivalence to a specific grade)

- **Do not continue the procedure and end your request.**



The status « arrêtée » (stopped) will be applied to your request and no further action will be taken.

The discussion module remains open, you can always chat with your file manager if you wish to reopen your request.



This status can also be applied if your request is not admissible (for example, it is not a higher education diploma or your training is not accredited).

Please **read carefully the message** that will be sent to you on this subject via the chat module.

## IV. Complete your file and view or add documents

Your request is admissible and you wish to continue the procedure ?




➤ Consult the « documents » part of your current request



 EQUIVALENCE DE DIPLOME DE L'ENSEIGNEMENT SUPERIEUR
Demande
Formations complémentaires
<b>Documents</b>
Commentaires
Informations
Discussion
Mentions légales

There are 3 categories of elements:

- « **vos éléments constitutifs obligatoires** » (your mandatory constituent elements): those added when submitting your request ;
- « **vos éléments constitutifs complémentaires** » (your additional constituent elements): those to add to complete your request;
- « **vos éléments administratifs** » (your administrative elements): those transmitted by the administration.

Vos éléments constitutifs obligatoires	
 .doc	Document d'identité (EID ou passeport)
Vos éléments constitutifs complémentaires	
 .doc	Une copie du supplément au diplôme (si délivré par l'établissement) en langue originale + sa traduction en français ou en anglais
Vos éléments administratifs	
 .doc	Note d'instruction

## IV. Complete your file and view or add documents

- Read the document « **note d'instruction** » (instruction note) added by your file manager in the part « Vos éléments administratifs » of your documents:



You will find:

- ✓ **the complete list** of elements to add to finalize your request;
- ✓ information **to pay the procedural costs** according to your objective and the information given on this subject by your file manager  
(note: online payment **is not possible** via the application)



Your request will not be processed until all required elements have been added. You are asked to complete your request **in one go**.

The manager of your file is also informed by notification when you have added documents: he is notified in real time of the elements added to complete your file.

## IV. Complete your file and view or add documents

- In the « documents » section there are 2 drop-down lists where you can add additional documents in **PDF** format:

Type de document: Document d'identité (EID ou passeport) ▾

Libellé:

Document: Choisir un fichier | Aucun fichier choisi

Eléments constitutifs complémentaires

Type de document: Une copie du supplément au diplôme (si délivré par l'établissement) en langue origir ▾

Libellé:

Document: Choisir un fichier | Aucun fichier choisi

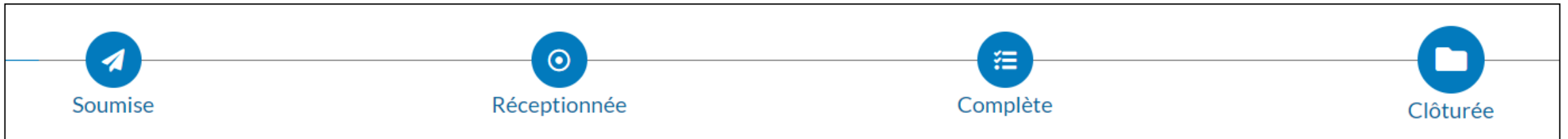
- ✓ Complete your « **éléments constitutifs obligatoires** » if needed;
- ✓ finalize your request by adding the « **éléments constitutifs complémentaires** » according to the chosen procedure:
  - > choose from your documents the file corresponding to the « **type de document** » included in the drop-down list;
  - > indicate its exact title (« **libellé** »);
- ✓ Click « **ajouter** » (add)



**DON'T FORGET TO SAVE**

## V. Details of the different statuses of an application

A timeline allows you to view the status of your request:



Each administrative action is also followed by an automatic notification sent by email informing you in real time:

- changes in the status of your request;
- ongoing discussions;
- of closing your request.



Soumise

« **SOUMISE** » (SUBMITTED): means that the request has been successfully submitted online.

At this stage, the administration has not yet processed it.



Réceptionnée

« **RECEPTIONNÉE** » (RECEIVED): the request is « réceptionnée » when it is assigned to a file manager and will then be « en cours de traitement » (being processed).

At this stage of the procedure, you can request a reorientation of your request (for example towards a request for level equivalence)





Complète

« **COMPLETE** » (COMPLETE): the application is declared « complète » after receipt of the documents and procedural fees required for processing the file (see p. 22 « Compléter son dossier »):

You receive an email notification informing you of this;

Processing times are detailed on our website, section « Equivalence » / « Procédure » (<https://equisup.cfwb.be/equivalence/procedure/>)

At this point, no further action is required on your part.



Clôturée

« **CLOTUREE** » (CLOSED): your request is « clôturée » when the digital copy of the decision is available in the application.

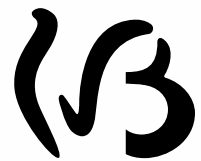
An email notification is sent to you: the scanned copy of your decision has been added in the section « documents » / « vos éléments administratifs » of your request and can be consulted.

X The decision is transmitted only via the application (it is not sent by post).

## VI. And after?

A closed or stopped request is not fixed:

- the discussion module linked to your request remains open, which allows you to consult your file manager for details on your decision in particular;
- it can also be reopened by the administration (e.g. to reactivate the processing of a file stopped at your request).



**FÉDÉRATION**  
WALLONIE-BRUXELLES



**Enseignement**