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
Avril 2023

●●● CONTENTS

●●●● 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 (Agrégation de l'Enseignement Secondaire Supérieur (AESS), Bachelor of specialization in short-type higher education);
- ✓ 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.

Once your request has been submitted

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

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

During your first connection, you will need to complete your signage

Signalétique à compléter

Il semble qu'il nous manque des informations vous concernant.

Afin de pouvoir encoder une demande votre signalétique doit être complétée.

Compléter ma signalétique

FÉDÉRATI
WALLONIE-BRUX

Bienvenue *Valérie F*

Accueil > Dashboard

Mes données personnelles

Mes demandes

Consulter mes demandes introduites

Ma signalétique

Consulter ma signalétique

Les demandes

Demandeur représenté par un tiers ☑

Signalétique du représentant

Nom

Date de fin du mandat

Autoriser le tiers à recevoir tous courriers les postaux ☐

Are you represented by a third party? Click on this box to indicate their contact details

Do you want this third party to receive your letters? Click on this box to inform us.

PLEASE NOTE: a power of attorney must then be added

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 »**

Accueil > Dashboard

Mes données personnelles

Mes demandes
Consulter mes demandes introduites

Ma signalétique
Consulter ma signalétique

Les demandes

Demande d'équivalence d'un diplôme d'enseignement supérieur
Introduire une demande

Demande de reconnaissance professionnelle (enseignants EEE)
Introduire une demande

✓ STEP 1: the « demande »

Indicate here:

a) The type of your request:

➢ **the purpose**: in the drop-down list, choose between « Poursuite d'études » (pursuit of studies) or « Fins professionnelles » (professional purposes);

➢ **Specify it briefly** (e.g. registration with the AESS in case of continuing studies, "working as an architect" in case of professional purposes, etc.);

➢ **the objective:** in the drop-down list, choose between « équivalence à un grade spécifique » (equivalence to a specific degree) or « de niveau d'études » (level of study) (the difference between these 2 concepts is detailed on our website: https://equisup.cfwb.be/equivalence/quest-ce-quune-equivalence/)

✓ STEP 1: the « demande »

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

Détail du diplôme obtenu à l'étranger/ des études poursuivies

Nom complet du diplôme

Durée normalement prévue pour l'obtention du diplôme (en années ou en crédits)

Période d'études (ex : 2005-2010)
> 2005-2010

Pays de délivrance

Ville de délivrance

Date de délivrance
> jj/mm/aaaa

Avez-vous réalisé un mémoire de fin d'études ☐

Avez-vous effectué des stages durant vos études ☐

Statut de réfugié ou de bénéficiaire de la protection subsidiaire en Belgique

Avez-vous le statut de réfugié ou de bénéficiaire de la protection subsidiaire en Belgique ? ☐

Have you completed a dissertation? Click on this box to indicate its title

Did you do internships during your studies? Click on this box to indicate the hourly volume

Are you a refugee/beneficiary of subsidiary or temporary protection? Click on this box to fill it in

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●●●● 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

Formations complémentaires

ⓘ Vous pouvez ajouter les différentes formations que vous avez effectuées durant votre parcours. ＋Ajouter une formation

Formation
🗑 Supprimer

Type de formation (*)	Formation supérieure initiale
Nom complet du diplôme	
Durée normalement prévue pour l'obtention du diplôme (en années ou en crédits)	
Institution ayant délivré le diplôme	
Pays de délivrance	
Ville de délivrance	
Date de délivrance	jj/mm/aaaa
Avez-vous réalisé un mémoire de fin d'études	☐
Avez-vous effectué des stages durant vos études	☐

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).

For what? To ensure the administration understands your academic journey.

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

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

EQUIVALENCE DE DIPLÔME DE L'ENSEIGNEMENT SUPÉRIEUR

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
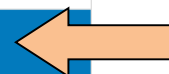
                     [⊕ Ajouter]

Download here in PDF format :

➢ a copy of an **document d'identité** (identity document) ;

➢ **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 your document, 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**.

! Choose from the drop-down list the «**type de document**» that you want to add (for example: "a copy of the diploma(s)")" and indicate its exact title (« **libellé** ») (for example: Master's degree).

✓ STEP 4: « Commentaire »

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

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

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 ✈

✓ STEP 5: Submitting your request

EQUIVALENCE DE DIPLÔME
DE L'ENSEIGNEMENT SUPÉRIEUR

Demande	✔
Formations complémentaires	✔
Documents	✔
Commentaires	✔
Mentions légales	

> Was your request submitted successfully? you are immediately informed and also receive an email notification from « **noreply-cama@etnic.be** »

✓

Votre demande a été soumise !

Vous recevrez très prochainement un email de confirmation.

📖 Consulter ma demande

Modify your signage data

Have you changed your address? No problem, from the home page you can always consult your signage and edit your data (« éditer mes données »)

●●● III. Follow the progress of your request, discuss with the administration and complete your file

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.

1. CONSULT YOUR REQUEST

Mes demandes introduites

Date D'introduction

◉ De la plus récente
○ De la plus ancienne

Statut

☐ Soumise
☐ Réceptionnée
☐ Complète
☐ Clôturée
☐ Arrêtée

1 demande(s) trouvée(s).

(EQUISUP) Demande d'équivalence d'un diplôme d'enseignement supérieur

Réceptionnée ✉1

👤 Demandeur : Huard.

👥 Gestionnaire : cama gest01

📅 Date : 23/03/2022

📁 Numéro de dossier : 01461

Consulter la demande

From the home page, click on « consulter mes demandes introduites » (consult my submitted requests): you access the details of your request, and can: :   - directly check the status;
- take note of management data;
- see if a message has been sent to you.

→ Click on « **Consulter la demande** » (View request) to check the message sent to you or complete your file.

Each discussion or status change is followed by an automatic notification of « noreply-cama@etnic.be » also inform you by e-mail.
Convenient: even if the notification is lost, you will find all the elements of your request (information, documents and discussions) in the application.

2. DISCUSS WITH ADMINISTRATION: THE DISCUSSION MODULE

> 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.

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 :

➤ **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.

Arrêtée

X 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).

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

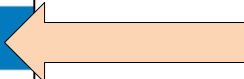➤ **Continue the procedure and complete your initial request**

! 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)

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3. COMPLETE YOUR FILE: CONSULT YOUR DOCUMENTS

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

➢ Consult the « **documents** » part of your current request

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.

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

Vos éléments administratifs

| | Note d'instruction .doc | | Libéllé : note d'instruction Date de dépôt : 20/02/2023 | |
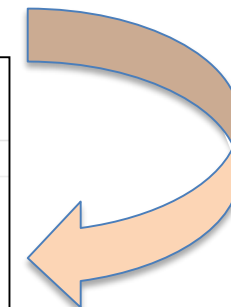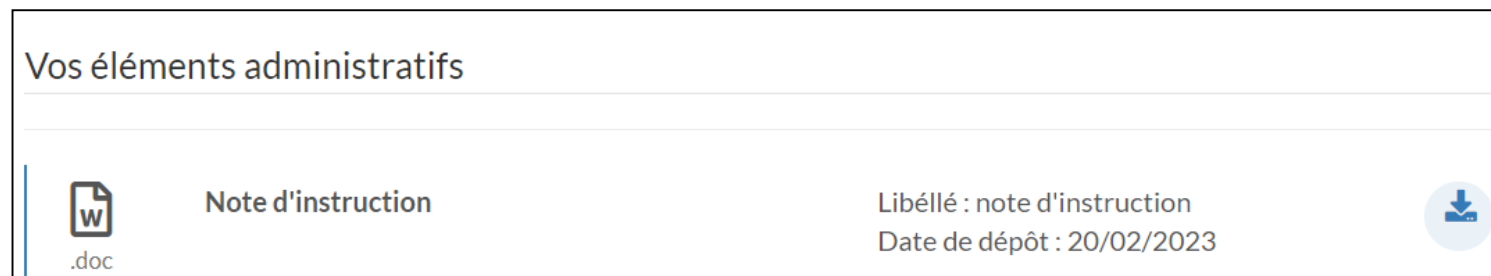
You will find:
- ✓ **the complete list** of elements to add to finalize your request;
- ✓ information **to pay the procedural costs** according to your objective and the information given on this subject by your fil manager (note: online payment is not possible via the application)

! 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.

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

Eléments constitutifs obligatoires

Type de document	Document d'identité (EID ou passeport) ⌄
Libellé	
Document	Choisir un fichier Aucun fichier choisi

⊕ Ajouter

✓ 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** »);

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

⊕ Ajouter

✓ Click « **ajouter** » (add)

(!) DON'T FORGET TO SAVE

🖫 Sauvegarder ⬅

••• Details of the different statuses of your request

A timeline allows you to view the status of your request:
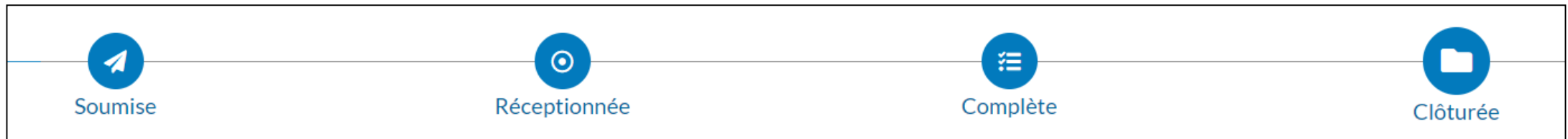
Each administrative action is also followed by an automatic notification sent by email informing you in real time:

➢   changes in the status of your request;

➢   ongoing discussions;

➢ of closing your request.

Soumise

SUBMITTED: means that the request has been successfully submitted online. At this stage, the administration has not yet processed it.

Réceptionnée

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: 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

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;

✓ it is also sent by registered mail.

••• 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).