



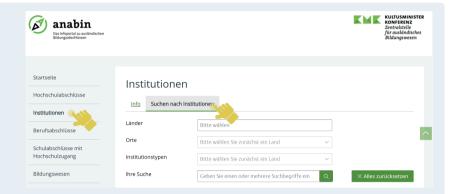
# Manual on How to Use the Anabin Database

The Central Office for Foreign Education (ZAB) operates the anabin database providing information on the assessment of foreign academic degrees and universities. The database is currently available in German. This manual provides you with a step-by-step explanation on how to use the anabin database.

#### 1. Search for universities

#### Step 1

<u>Here</u> you can search for your university. Please click on "Suchen nach Institutionen" (search for institutions).



### Step 2

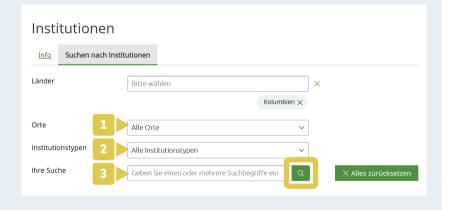
In the "Länder" (countries) search field, please select the country in which your university is located.



#### Step 3

Once all universities in the selected country are displayed, you can narrow down your search:

- **1. Filter by location:** Enter the required location in the "Orte" (locations) search field.
- 2. Search by institution type: In the "Institutionstypen" (institution types) search field, select the respective type of establishment (e.g. university, university of applied sciences).
- Search directly for the university: In the search field "Ihre Suche" (your search), enter the name of your university and then click on the green icon.

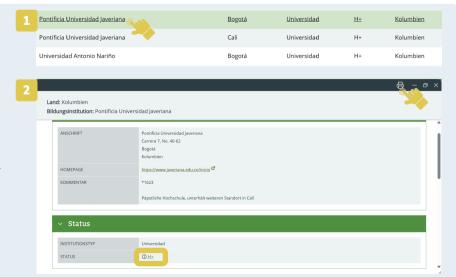


## Step 4

Once you have found your university, click on its name in the hit list to see the full result in the detail window. You will find the rating of the university in the "Status" section:

- H+: The university is recognised in Germany.
- H+/-: This does not necessarily mean that your institution is not recognized, but additional assessments may be necessary - for example, whether the specific study programme is also recognised.

**Print feature:** You will find a print icon there. The printout can be used **as proof for a recognised university.** 



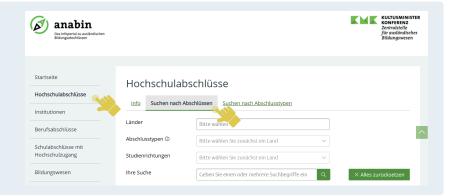


**Important:** Regardless of the status of the university (including H+), you must **also search for the academic degree.** Only if the degree is also rated as "entspricht" (comparable) or "gleichwertig" (equivalent) to a German academic degree in anabin, the proof is considered complete.

## 2. Search for academic degree

#### Step 1

<u>Here</u> you can look for your academic degree. Please click on "Suchen nach Abschlüssen" (search for degrees).



#### Step 2

In the "Länder" (countries) search field, please select the country in which you obtained your degree.



## Step 3

Once all degrees in the selected country are displayed, you can narrow down your search:

- **1. Select type of degree:** Select Bachelor or Master, for example, to filter the results.
- **2. Select your field of study (optional):** e.g. business, engineering, medicine, etc.
- Search directly for the degree: Enter the name of your degree in the "Ihre Suche" (your search) field and click on the green magnifying glass icon.

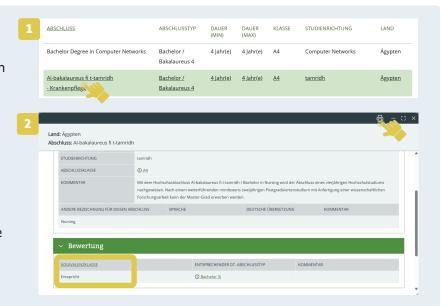


#### Step 4

Once you have found your academica degree, click on its name in the results list to open the detailed display. You will find the rating in the "Bewertung" section:

- "entspricht" (comparable) or "gleichwertig" (equivalent): Your degree is comparable to a German higher education degree.
- "entspricht Fachschule" (comparable to vocational school): The degree is not equivalent to a German higher education degree.

**Print feature:** You will also find a print icon here. The printout can be used as proof of a recognised qualification.



#### **Important notes**

- In anabin, university or degree names in languages with non-Latin characters (e.g. Arabic, Russian) are recorded in Latin transcription. In some cases (e.g. Russia, Ukraine, China), original characters are also available. These can then also be used for searching.
- It is necessary to carry out both steps, as it is possible that the academic degree is listed without reference to the university.
- The **two printouts** of the positive results for the university and the academic degree can then be used together as **proof of equivalence** when applying for a visa.
- Not all foreign academic degrees or universities are listed in the anabin database. In such cases, a Statement of Comparability for
  foreign university degrees is required.
- If the university is rated H+/- in anabin, the degree must be listed in the detail window. Otherwise, a Statement of Comparability for foreign university degrees must also be submitted.
- Detailed information on the Statement of Comparability can be found at the Central Office for Foreign Education (ZAB).