



Handbook for foreign doctors

HR division

19.01.2015



This handbook uses links.

These are underlined in the text
and lead directly to the relevant content.

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Preface

Dear reader,

Welcome to the Charité and the capital Berlin!

Working in a foreign country means not only getting to know a new culture but also orientating oneself in a new environment.

To make your start with us as pleasant as possible, we want to give you an overview of the conditions you have to fulfil in order to practise as a doctor at the Charité.

So that you can get along in Berlin more easily, we have also attached some useful information and addresses under "Charité International Academy / Useful information for your start."

... weil Sie es sind

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Overview of conditions

Every doctor practising in Germany with a license to practise medicine acquired abroad must be in the possession of the following documents:

1. Visa (if necessary)
2. Medical license and/or valid permission to practise
3. Valid residence permit
(a work permit is granted with the above)

In the following pages we explain which authority deals with applications for the above documents, and what conditions you need to fulfil.

Please note that we list the conditions that are valid at this time. In order to ensure that you have access to up-to-date information, we provide links to the website of the Berlin State (*Land Berlin*).

Please ensure that your documents are complete and submit your applications in good time as processing times can be up to four months. You should also apply for all necessary documents at the same time. The official language of the authorities is German. You should take with you a person who can translate, if your own language skills are not yet sufficient.

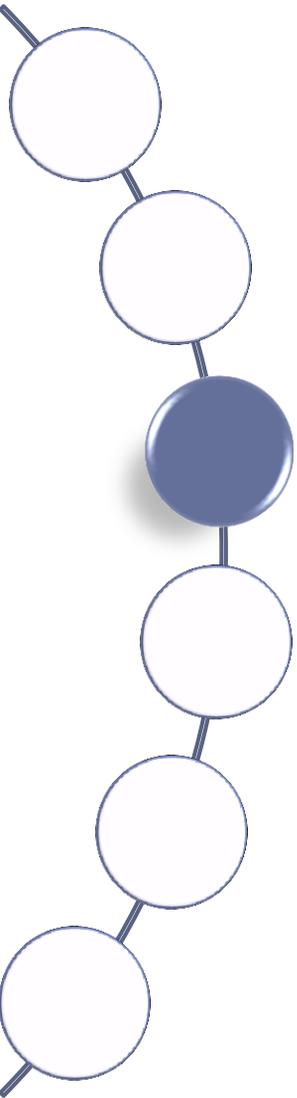
If you are a **citizen of one of the EU states, of the European Economic Area (EEA) or of Switzerland**, you do not need a visa for entry to Germany. Your identity card or a comparable identification document is sufficient for entry.

If you are a **citizen of the USA, Canada, Australia, New Zealand, Japan, Israel or the Republic of Korea**, you do not need a visa. You can obtain the necessary residence permit within the first three months of entering the country.

Citizens of all other states must have a visa before entering Germany. You can apply for the visa at the German Embassy or German Consulate General in your home country.

The legal basis of entry to and residence in Germany can be found in the Act on the Residence, Economic Activity and Integration of Foreigners in the Federal Territory - Residence Act.

http://www.gesetze-im-internet.de/englisch_aufenthg/index.html



Make sure to name the purpose of your stay correctly as this cannot be changed retrospectively. Do not apply for tourist or a Schengen visa. You need a so-called D-visa, which allows you to take up employment.

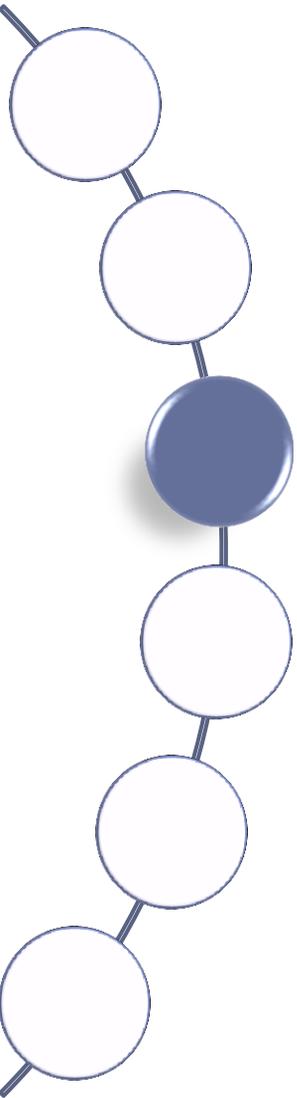
If you intend to enter Germany with your family, it is best to apply for their visas at the same time as your own. Experience shows that this is easier than applying for family reunification later. This applies even if your family plans to enter the country some weeks after you. The Foreign Office website offers an overview of up-to-date valid visa regulations:

http://www.auswaertiges-amt.de/EN/EinreiseUndAufenthalt/Uebersicht_node.html

The Business Immigration Service (BIS) can issue residence permits quickly and without fuss to highly-qualified specialists and subject-matter experts who receive a monthly income of over 4050 Euro.

Use this link for more information:

<http://www.businesslocationcenter.de/en/service/business-immigration-service>



Acquisition of the license to practise medicine

In order to acquire a license to practise medicine that is valid in Germany, you must apply to the State Office of Health and Social Affairs (Landesamt für Gesundheit und Soziales).

Landesamt für Gesundheit und Soziales Landesprüfungsamt

Fehrbelliner Platz 1

10707 Berlin

telephone: +49 (0)30-902290

Internet: www.lageso.de

The following link takes you to the website of the State Office of Health and Social Affairs. Here you can find information such as the opening times, conditions, necessary documents, application forms and the fees that will apply:

http://www.berlin.de/lageso/gesundheit/akademische-berufe/arzt/hinweise_approbation.html

http://www.berlin.de/imperia/md/content/lageso/gesundheit/berufe/antrag_approbation_ausland.pdf?download.html

Acquisition of the license to practise medicine

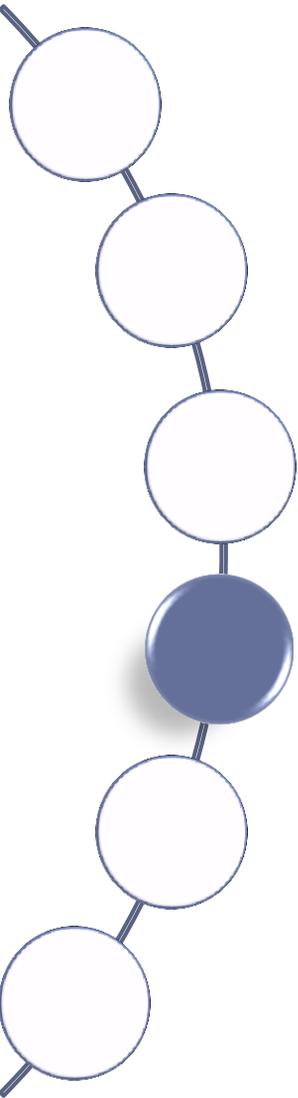
All necessary documents must be submitted **in the original or as an officially-certified copy**.

Foreign documents and certificates must also be **translated into German** by a state-approved translator, who must confirm that he/she has seen the original documents (notarised translation). It is advisable to ask your embassy about a state-approved translator.

The conditions you must fulfil to acquire a license to practise medicine vary depending on which country you come from.

A Certificate of Good Standing (Unbedenklichkeitsbescheinigung) must also be submitted to the Office of Health and Social Affairs, and the conditions for acquiring this also vary from country to country.

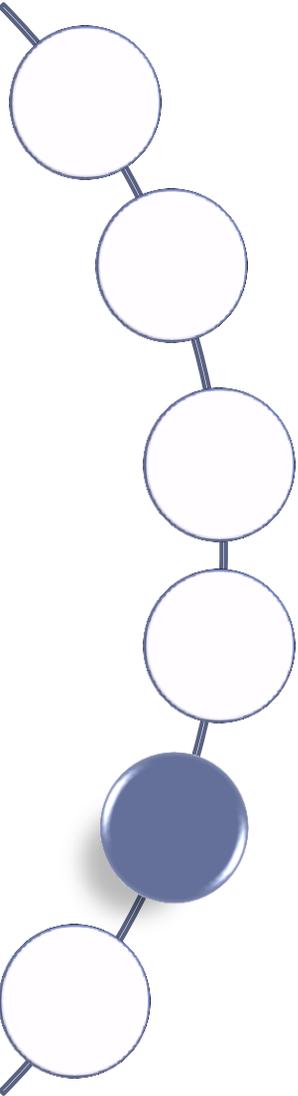
Please inform yourself about the issuing authority in your home country.



European Union contracting states

If you completed your medical training in a European Union contracting state, you may submit the necessary documents together with an application to the State Office of Health and Social Affairs in order to attain the license to practise medicine. The European Union contracting states are:

Austria
Belgium
Bulgaria
Croatia
Cyprus
The Czech Republic
Denmark
Germany
Estonia
Finland
France
Greece
Hungary
Iceland
Ireland
Italy
Latvia
Liechtenstein
Lithuania
Luxembourg
Malta
The Netherlands
Norway
Poland
Portugal
Romania
Slovakia
Slovenia
Spain
Sweden
Switzerland
The United Kingdom

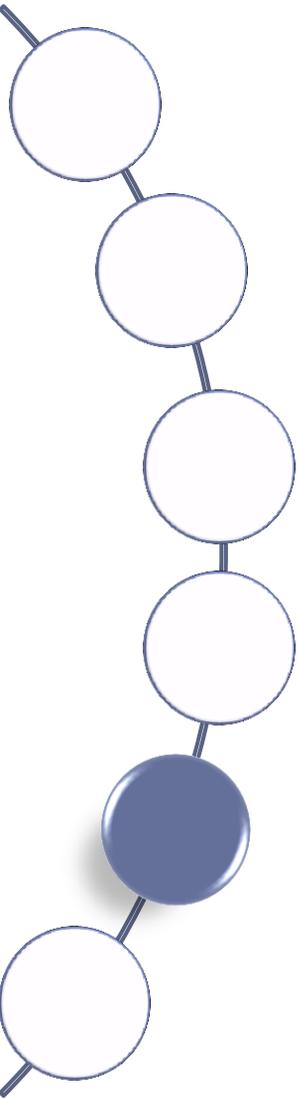


Non-EU contracting states

If you completed your medical training outside of the European Union Contracting States mentioned, a **verification of the equivalence of your standard of education** will be carried out by the State Office of Health and Social Affairs. Assuming the fulfilment of the other conditions, the license to practise will be granted if the equivalence of your qualification is established, or if the difference can be balanced by relevant practical experience.

However, if equivalence of qualification cannot be thus established, you must provide evidence of equivalence through a so-called assessment test, which resembles in content the national final examination in Germany. Until you take this assessment test, it is possible to request a limited two-year work permit which is usually bound to occupation at one specific clinic. This work permit does not constitute any recognition of the professional qualification you have acquired abroad.

Please note that in such cases it is advisable to seek individual advice from the State Office of Health and Social Affairs.



Residence permit

If you are a citizen of the USA, Canada, Australia, New Zealand, Japan, Israel or the Republic of Korea and have entered Germany without a visa, or if you come from one of the states that requires you to have an entry visa, you must also apply for a residence permit which allows you to stay in Germany for over three months.

You can find all information relevant to the **residence permit** under:

<http://www.berlin.de/labo/auslaender/dienstleistungen/ae-info.html>

Conditions for specialists

A specialist qualification acquired abroad can of course be recognised, as can time spent in further training. For this you must submit a request for recognition to the specialist authority at the Medical Association (*Ärztammer*) in Berlin.

Ärztammer Berlin

Friedrichstr. 16

10969 Berlin

telephone: +49 (0)30 / 40806-0

fax: +49 (0)30 / 40806-3499

E-Mail kammer@aekb.de

It is necessary to distinguish here between specialist competence acquired in an EU state and in a non-EU state. You can find an overview of the requirements for specialist recognition and the necessary documents under:

http://www.aerztekammer-berlin.de/10arzt/15_Aerztliche_Weiterbildung/35_Merkblatt_Wb_Ausland.html

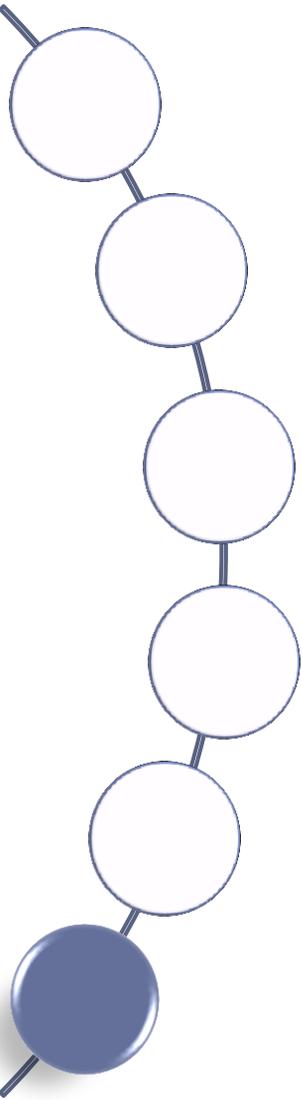
Using foreign university degrees, job titles and academic titles

A university degree, doctor title, honorary title as well as other academic titles and university job titles may be held without conversion to a corresponding German degree or title. No special permission is required for this.

Whether you may hold your title in Germany with or without an indication of origin depends on the country in which you acquired it. Special rules apply for the various cases.

The Senate Administration for Education, Youth and Science (Senatsverwaltung für Bildung, Jugend und Wissenschaft) offers a comprehensive overview:

<http://www.berlin.de/sen/bjw/anerkennung/akademische-abschluesse/#grad>



As special service the Charité International Academy offers an advanced training program tailored to the needs of international physicians. Due to strong demand, you should register for the courses early.

The six-week „Communication training in German for physicians“ aims to enable you to communicate successfully in your everyday medical life.

http://chia.charite.de/programm/deutsch_fuer_aerzte_180_ue_6_wochen

A "Preparation course for the assessment test (license to practise medicine course) “ is also offered. It prepares you for the oral-practical examination.

http://chia.charite.de/programm/kenntnispruefung_approbationskurs/

You will find further services under:

<http://chia.charite.de/programm/>

Useful information for your start

Finding a flat in the capital Berlin can sometimes prove difficult. You will find one of the largest internet portals on this topic under:

<http://www.immobilienscout24.de/>

An important address to start with is that of the Citizens Administration Office (*Bürgeramt*) in Berlin. Here you can apply for an international driving licence, for example, or get your residence registration certificate. Please note that you are legally obliged to register yourself as resident within two weeks of moving into your home. You can make appointments conveniently online. You will find an overview of the Citizens Administration Offices (*Bürgerämter*) in your proximity here:

<http://service.berlin.de/standorte/buergeraemter/>

If you have school-age children or are looking for pre-school care, we can recommend the following page, which is operated by the Senate Administration for Education, Youth and Sport

http://www.berlin.de/sen/bwf/meine_fragen/wo_fin_de_ich/schule_kita/anwendung/