

Verification via DUO extract

Please, find enclosed an explanation on how to obtain the extract of your diploma from the official diploma register of the DUO (Dutch Ministry Service for Education Affairs).

On page three of the registration form, it is shown which diplomas can be found in DUO's Diploma Register. If your diploma cannot be found in their Register, you are kindly requested yet to sign and send the permission statement, that will allow us to contact the institutions that issued your diplomas.

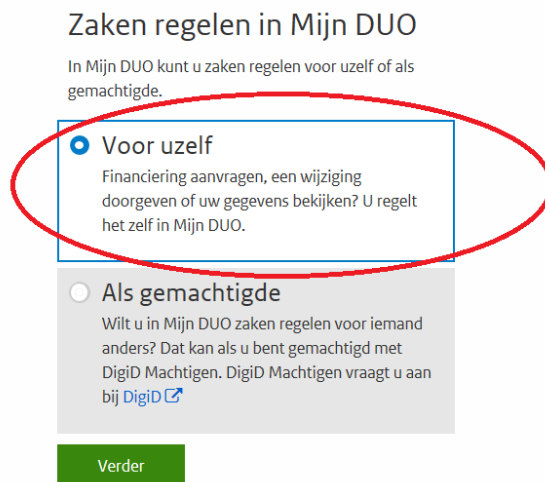
Procedure

You can create a digital extract yourself via the website www.duo.nl in the following manner*:

- Go to <https://duo.nl/particulier/deurmat/service/inloggen-op-mijn-duo.jsp>
- Click on 'Inloggen Mijn DUO'



- Log in with your DigiD code
- Click on 'Voor uzelf' and subsequently on 'Verder'



- Accept the General terms and conditions and click on 'Verder'

i De voorwaarden zijn gewijzigd sinds je laatste bezoek. Je moet deze opnieuw accepteren.

Algemene voorwaarden

Om Mijn DUO te kunnen gebruiken, moet je de algemene voorwaarden accepteren.

Gebruiksvoorwaarden Mijn DUO

Artikel 1 Begrippen
Artikel 2 Toegang, gebruik en gegevens
Artikel 3 Post digitaal
Artikel 4 Inspanningsverplichting en onderhoud Helpdesk
Artikel 5 Mijn DUO
Artikel 6 Privacy binnen Mijn DUO
Artikel 7 Beveiliging
Artikel 8 Beëindiging
Artikel 9 Intellectueel eigendom
Artikel 10 Klachten
Artikel 11 Wijziging gebruiksvoorwaarden en diensten
Artikel 12 Toepasselijk recht

Artikel 1 Begrippen

In deze oebruiksvoorwaarden wordt verstaan onder:

Ik accepteer de algemene voorwaarden van Mijn DUO.

Verder

- Go to Diploma Register > 'Mijn diploma's'

Mijn DUO

Particulier Zakelijk Onderwijs

- > Mededelingen
- > Mijn gegevens
- > Aanvragen studiefinanciering
- > Mijn doorgegeven wijzigingen
- ▼ **Diplomaregister**
 - > Over het register
 - > **Mijn diploma's**
 - > Mijn inschrijvingen
 - > Algemene voorwaarden
 - > Lerarenbeurs

- Select the diploma in question
- Click on Download (at the bottom of the screen)
- Save the diploma via the save as option ('Opslaan als')
- Send the diploma file to us.

*Note: The website is in Dutch. For assistance from the information desk, you can try to contact DUO by phone 050 599 77 55 or email diplomaregister@duo.nl.

Kinds of Diplomas

The submission of an extract from the diploma register applies to employees who got their diploma(s) in the Netherlands from an education institute or authority, that is recognized by OCW/DUO. The following types of education are included in the diploma register.

| Types of Education: | As from |
|---|----------------|
| Scientific education | 1996 |
| Higher vocational education | 1996 |
| Secondary vocational education | 2007 |
| Adult general secondary education | 2007 |
| Continuing education | 2006 |
| Continuing education state exam | 2011 |
| Continuing special education | 2012 |
| Continuing special education state exam | 2011 |
| External student continuing education | 2012 |
| 'Dutch as a second language' state exam (NT2) | 2011 |
| Civic Integration Exam (inburgeringsexamen) | 2007 |

Exceptions

The follow-up training courses for nurses

Promotions (PhDs)

Training courses not accredited by the Ministry of Education, Culture and Science (OCW-DUO), such as LOI, NTI, NCOI....)

In these latter cases, you should append the permission statement.