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# Application for the preparatory service for a teaching profession (primary school, secondary school, secondary school, grammar school. Special Education and Vocational Schools)

Heruntergeladen am 25.06.2025

<https://fimportal.de/xzufi-services/487541383/L100040>

Modul	Sachverhalt
Leistungsschlüssel	99019034007000, 99019034007000
Leistungsbezeichnung I	Application for the preparatory service for a teaching profession (primary school, secondary school, secondary school, grammar school. Special Education and Vocational Schools)
Leistungsbezeichnung II	
Typisierung	4 - Land: Regelung
Quellredaktion	Niedersachsen
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus

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<b>Begriffe im Kontext</b>	
Leistungstyp	Leistungsobjekt mit Verrichtung
Leistungsgruppierung	Berufsbildung (019)
Verrichtungskennung	Zulassung (007)
SDG-Informationsbereich	Bildungswesen in einem anderen Mitgliedstaat, einschließlich der frühkindlichen Betreuung, Bildung und Erziehung, der Primar- und Sekundarschulbildung, der Hochschulbildung und der Erwachsenenbildung
Lagen Portalverbund	Arbeit (1040000), Studium (1030300)
Einheitlicher Ansprechpartner	Nein
Fachlich freigegeben am	13.01.2023
Fachlich freigegeben durch	Lower Saxony Ministry of Culture
Handlungsgrundlage	Admission to the preparatory service is granted in accordance with the provisions of § 119 of the Lower Saxony Civil Service Act (NBG) of 25 March 2009 (Nds. GVBl. p. 72) in conjunction with the ZulassVO-Lehr and the APVO-Lehr.
Teaser	Here you will find information on how to apply for admission to the preparatory service for a teaching profession in Lower Saxony.
Volltext	<p>With the successful completion of your teacher training program, you can apply for the preparatory service in Lower Saxony.</p> <p>In Lower Saxony, training can be provided for the following teaching professions:</p> <ul style="list-style-type: none"> <li>• Teaching profession at primary schools</li> <li>• Teaching profession at secondary schools</li> <li>• Teaching profession at grammar schools</li> <li>• Teacher Training for Special Education</li> <li>• Teaching profession at vocational schools.</li> </ul> <p>After a successful application, you will first be admitted and then hired. Both, as a rule, with reference to the</p>

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civil service relationship on revocation. The preparatory service lasts 18 months. The training takes place in a training school and a study seminar assigned to you.

Under certain conditions, it is also possible to complete the preparatory service part-time.

Upon passing the state examination for the respective teaching profession, the preparatory service is considered completed.

## Erforderliche Unterlagen

After a successful online application, the application form is available as a print version at [www.zulaonline.niedersachsen.de](http://www.zulaonline.niedersachsen.de) and must be submitted to the Regional State Office for School and Education Braunschweig by the application deadline at the latest.

The following documents must be attached to the signed application as an uncertified copy:

1) Certificate of the First State Examination or Master of Education examination certificate, if you already have one. Alternatively, a certificate of grades (e.g. Transcript of Records) from the university can be submitted, from which the successful completion of the Master's program and the subjects studied and

2) Curriculum vitae in tabular form.

If you do not yet have the certificate of the Master of Education or the First State Examination at the time of sending the application documents, you can submit it by e-mail ([Zula-noten@rlsb-bs.niedersachsen.de](mailto:Zula-noten@rlsb-bs.niedersachsen.de)), taking into account the deadline for submission. The data is then supplemented by the Regional State Office for Schools and Education in Braunschweig.

Further documents to be submitted can be found in the application form.

These can be, for example:

3) Severely disabled person's ID card or equality notice,

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4) Proof of:

(a) maintenance obligation towards a person who is unable to work;

b) additional periods (e.g. birth certificate(s) of the child(ren), compulsory military service, civilian service, voluntary social year),

c) Practical training periods (only applies to the teaching profession at BBS) and

d) Binding in a specific place.

Upon successful admission, you will be asked to submit additional documents required for recruitment.

## Voraussetzungen

In principle, those who have completed the prescribed teacher training programme with a Master's degree (Master of Education), with the First State Examination in Lower Saxony or with an equivalent degree and who have the necessary German language skills are admitted to the Lower Saxony preparatory service.

Access to the preparatory service is guaranteed for applicants who present a university degree related to the teaching profession from other federal states on the basis of relevant mobility resolutions of the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany, insofar as training in the relevant subjects is provided for in Lower Saxony.

In order to be admitted to the preparatory service for a teaching profession in Lower Saxony, you must register via the Internet platform  
[www.zulaonline.niedersachsen.de](http://www.zulaonline.niedersachsen.de) .  
[https://www.mk.niedersachsen.de/startseite/schule/le](https://www.mk.niedersachsen.de/startseite/schule/lehrkraefte_und_nichtlehrendes_personal/wege_in_den_schuldienst/einstellung_in_den_vorbereitungsdienst/vorbereitungsdienst_fur_lehramter_an_allgemein_bildenden_schulen/vorbereitungsdienst-fuer-lehraemter-an-allgemein-bildenden-schulen-167438.html)

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	<p>hrkrafte_und_nichtlehrendes_personal/wege_in_den_sc huldiensnt/einstellung_in_den_vorbereitungsdienst/vorb ereitungsdienst_fur_lehramter_an_allgemein_bildende n_schulen/vorbereitungsdienst-fuer-lehraemter-an-allg emein-bildenden-schulen-167438.html</p>
Kosten	Gebühr: Es fallen keine Kosten an
Verfahrensablauf	<p>The Zula-Online application portal will be activated at the start of each application.</p> <p>To apply online, you must first register at <a href="https://www.zulaonline.niedersachsen.de">https://www.zulaonline.niedersachsen.de</a>.</p> <p>First, complete your data. Please refer to the technical quick guide. By submitting your online data, the Regional State Office for School and Education Braunschweig will be informed about your application. In order to meet the specified application deadline, it is imperative that the printout of your application form with the required signature and the application documents is submitted to the Regional State Office for School and Education Braunschweig by the deadline. Decisive for compliance with the deadline is the receipt stamp of the Regional State Office for School and Education Braunschweig. Simply filling out the application on the Internet is not sufficient to meet the deadline.</p> <p>The application is accompanied by a signed, tabular curriculum vitae with a photograph as well as a copy of the certificate of the</p> <p>for employment in the preparatory service (usually Master of Education or First State Examination). It is requested not to submit originals, as the documents will not be returned.</p> <p>Please refrain from using transparent covers or folders.</p> <p>You will receive a confirmation of receipt of your application documents by e-mail. For your personal records, you should make another printout.</p>

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The copy of the certificate can be submitted at least three months before the recruitment date (late submission deadline).

If there are still vacancies after the deadline for submission, certificates submitted late can be considered on a subordinate basis up to approx. one month before the recruitment date. If the certificate cannot be submitted on time, proof of completed studies can also be provided by a certificate from the university stating the teaching profession studied as well as the subjects and the overall grade (e.g. Transcript of Records).

As a rule, applications received late can no longer be considered. However, if there are still apprenticeship places available after the admission of all applicants who have met the deadlines, complete applications can still be considered. This presupposes that the hiring can still take place in time for the hiring date.

Due to the subordinate consideration of these applications, it will only be possible to fulfil location requests in exceptional cases.

Once you have applied, you can make some of the necessary corrections or changes yourself online (address, telephone, e-mail, seminar requests) or send them by e-mail to the Regional State Office for School and Education Braunschweig. The online changes are activated by clicking on the "Save" button and automatically transmitted to the Regional State Office for School and Education Braunschweig.

## Bearbeitungsdauer

The processing time can be found in the left column under the item Dates on the following page [www.zulaonline.niedersachsen.de](http://www.zulaonline.niedersachsen.de).

## Frist

The recruitment takes place twice a year. The current dates as well as the application deadlines can be found at [www.zulaonline.niedersachsen.de](http://www.zulaonline.niedersachsen.de). or to the website of the Lower Saxony Ministry of Culture given under Notes/Special Features

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### Informationen

#### Hinweise

If the seminar location assigned to you appears unreasonable for weighty reasons, you can submit an application for a review of the assignment, stating these reasons and attaching appropriate supporting documents. Explanations can be found in the notes in Zula-online under the Explanation button.

There is no legal entitlement to implementation.

#### Rechtsbehelf

- In the event of a refusal, administrative recourse is open.
- The refusal is accompanied by a specific instruction on legal remedies, from which the deadline for filing a complaint and the competent administrative court can be seen.

#### Kurztext

- Application for admission to the preparatory service for a teaching profession (primary school, secondary and secondary school, grammar school. Special Education and Vocational Schools).
- Preparatory service for the following teaching professions: Primary schools Secondary schools and junior high schools Secondary schools Special education vocational schools.
- Admission and subsequent hiring, usually with reference to the civil service on revocation.
- Duration 18 months.
- Training in training school and study seminar
- Under certain conditions, it is also possible to complete the preparatory service part-time.

#### Ansprechpunkt

Regional State Office for School and Education  
Braunschweig

Department 1 Preparatory Service and Lateral Entry

Kurt-Schumacher-Straße 21

38102 Braunschweig

Fax: +49 531 484-3483

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Service point: +49 531 484-3333

E-mail: [service@rlsb-bs.niedersachsen.de](mailto:service@rlsb-bs.niedersachsen.de)

Office hours of the department are Monday, Tuesday, Thursday and Friday from 9:00 a.m. to 11:00 a.m.

Elevator available: yes

Wheelchair accessible: Yes

## Zuständige Stelle

## Formulare

## Ursprungsportal

Bewerbung für den Vorbereitungsdienst für ein Lehramt (Grundschule, Haupt- und Realschule, Gymnasium. Sonderpädagogik und Berufsbildende Schulen) einreichen, Application for the preparatory service for a teaching profession (primary school, secondary school, secondary school, grammar school. Special Education and Vocational Schools)