

Assessment of foreign qualifications for pay grading of graduates in the public sector

**For use by Danish public authorities only. All others are
requested to use the ordinary application form.**

When using the present form the employing authority, not the Danish Agency for Universities and Internationalisation, is responsible for assessing the authenticity of the documentation. This is part of a simplified procedure, which allows a quicker processing of the application. The Agency sends the assessment directly to the employing authority, and the assessment is to be used only for the pay grading in question.

How to fill in the form: See instructions on page 4. Please write legibly!

1. Personal details

Danish civil registry no. (if none: date of birth)		Citizenship		Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	
First and middle name			Last name		
Previous name, if changed (enclose name change document or marriage certificate)					
Postal address					
Postal code		Town		Country (if not Denmark)	
Telephone number (daytime)		Other telephone number, if any		E-mail	

2. Employing authority

Name of contact person		Name of authority			
Postal address					
Postal code		Town			
Telephone		E-mail			

3. The qualification to be assessed

Educational institution		Address/web address/e-mail of institution	
Town	Country		
Diploma/degree		Specialisation/main fields of study	
Title			
Started	Month: _____ Year: _____	Completed	Month: _____ Year: _____ <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time
Nominal length of programme (according to curriculum, including any compulsory periods of work practice): __ years and __ months			
Did the programme include an internship or other practical training in a workplace? <input type="checkbox"/> No <input type="checkbox"/> Yes → Please fill in length and name of workplace.		Length of practical training: __ months Workplace:	
Did the programme conclude with a thesis, dissertation or other large project? <input type="checkbox"/> No <input type="checkbox"/> Yes → Title: _____ Number of pages: _____ Nominal duration: __ months			
Which types of job can you do with this qualification?			
Additional information			

4. Entry qualification

Educational institution		Address/web address/e-mail of institution	
Town	Country		
Certificate/diploma/degree		Specialisation/main fields of study	
Title			
Started	Month: _____ Year: _____	Completed	Month: _____ Year: _____ <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time
Nominal length of programme (according to curriculum, including any compulsory periods of work practice): __ years and __ months			
Did the programme include an internship or other practical training in a workplace? <input type="checkbox"/> No <input type="checkbox"/> Yes → Please fill in length and name of workplace.		Length of practical training: __ months Workplace:	
Did the programme conclude with a thesis, dissertation or other large project? <input type="checkbox"/> No <input type="checkbox"/> Yes → Title: _____ Number of pages: _____ Nominal duration: __ months			

5. Contact to authorities in the country of education

Can the Danish Agency for Universities and Internationalisation contact relevant educational institutions and authorities in the country of education?

Yes No

If no, please explain why

6. Signature of the holder of the qualification

I certify that the information given in this application is correct and that the enclosures are authentic documents relating to me. I hereby consent to the Danish Agency for Universities and Internationalisation assessing my qualifications.

Date and place

Signature

7. Stamp and signature of the employing authority

We hereby agree that we, as an employing authority, have the responsibility to evaluate the authenticity of the submitted documentation, and confirm that we wish to receive an assessment of the above qualification.

Date and place

Stamp and signature

8. Have you remembered everything?

Before submitting the application, please make sure that you have included the following documents:

- The application form is complete.
- The application form is signed by the holder of the qualification.
- The application form is stamped and signed by the employing authority.
- Copies of the following original documents:
 - Diploma(s)/certificate(s) in original language
 - Transcript(s), mark sheets or similar list(s) of subjects passed, in original language.
 - Translation of diploma(s)/certificate(s) if the documents are not in Danish, Swedish, Norwegian, English, German or French
 - Translation of transcript(s)/mark sheets or similar list(s) of subjects passed if the documents are not in Danish, Swedish, Norwegian, English, German or French
- Documentation of change of name, e.g. marriage certificate, if any

Application instructions

How to apply

1. Fill in the application form. Please see below for details about filling in the fields.
2. The holder of the qualification must sign the form.
3. The employing authority must stamp and sign the form.
4. Enclose all of the required documents (see next section).
5. Send the application by post to:
Danish Agency for Universities and Internationalisation
Bredgade 36
DK-1260 København K

The assessment normally takes no more than one month from the time we have received all of the required documents.

If you have any questions, please visit www.iu.dk/recognition or contact us: tel. (+45) 33 95 70 00 (Mon-Thu 9am-4pm, Fri 9am-3.30pm) or e-mail: anerkendelse@iu.dk.

Documentation

The assessment will be delayed if we have to ask for further documentation. It is therefore important that you carefully follow the documentation requirements below. Please avoid stapling the documents in order to save us time when scanning the documents.

Documents required

Copies of the following original documents must be included with the application:

- Diploma(s)/certificate(s) in the original language.
- Transcript(s), mark sheets or similar list(s) of subjects passed, in the original language.
- Translation of diploma(s)/certificate(s). Please refer to the section on translations below.
- Translation of transcript(s), mark sheets or list(s) of subjects passed. Please refer to the section on translations below.
- If the name of the qualification holder is different from the name stated on the documents: Documentation of change of name, e.g. marriage certificate.

We may ask you for further documentation.

Translations

Documents in Danish, Norwegian, Swedish, English, French and German require no translation.

Translations of required documents must normally have been made by or approved by one of the following:

1. a Danish state-authorized translator and interpreter
2. the embassy/consulate of the country where the original document was issued or where the translation was made
3. a Danish embassy or consulate.

We also accept translations made by interpreters attached to municipal authorities, interpreters from the interpreter service of the Danish Refugee Council and, in individual cases, police interpreters. We may also accept other translations on a case by case basis, including legalised translations and original translations stamped by a notary.

Data processing

We process the information given in the application electronically. Personal data are only recorded inside the Agency and only for the purpose of dealing with your application. In some cases, we ask an educational institution for an expert opinion, and we may then pass educational data on to the educational institution for that purpose. Anonymised information about qualifications and assessments may be published as guidance on our website.

1. Personal details

Danish civil registry no.: If the qualification holder has no Danish civil registry number, please write date of birth: day-month-year.

Postal address: Street address etc. Also includes c/o name, if the name is not on the door.

Telephone number (daytime): A phone number where we can reach you during office hours.

E-mail: Please write your e-mail address very carefully.

2. Employing authority

Information about the authority submitting the application.

3. Qualification to be assessed

The qualification on the basis of which the applicant is being appointed and which you want to have assessed.

Educational institution: Please write the name of the educational institution in the original language using Latin letters (ABCD etc.).

Diploma/degree: Please write the name of the diploma or degree in the original language using Latin letters (ABCD etc.).

Title: Which title is the holder of this qualification allowed to use?

Nominal length of programme: How many years and months are officially required to complete the programme according to the curriculum, including any compulsory internships/periods of work practice?

Did the programme conclude with a thesis, dissertation or other large project?: If yes, please fill in:

- Title: Title of the thesis etc.
- Nominal duration: How many months were officially allotted for this work?

4. Entry qualification

The qualification which preceded the qualification to be assessed as a requirement for entry.

Educational institution: Please write the name of the educational institution in the original language using Latin letters (ABCD etc.).

Certificate/diploma/degree: Please write the name of the certificate, diploma or degree in the original language using Latin letters (ABCD etc.).

Title: Which title is the holder of this qualification allowed to use?

Nominal length of programme: How many years and months are officially required to complete the programme according to the curriculum, including any compulsory internships/periods of work practice?

Did the programme conclude with a thesis, dissertation or other large project?: If yes, please fill in:

- Title: Title of the thesis etc.
- Nominal duration: How many months were officially allotted for this work?

5. Contact to authorities in the country of education

We ask for the qualification holder to accept that we may contact educational institutions or a relevant au-

thority in the country where the qualification was issued, in case we need additional information about the qualification. If the answer is no, you must state the reasons why.

6. Signature of the holder of the qualification

The qualification holder must consent to the Danish Agency for Universities and Internationalisation assessing his/her qualifications, by signing the application form.

7. Stamp and signature of the employing authority

The employing authority confirms that it wants an assessment of the qualification and that it is responsible for the authenticity of the documentation submitted.

8. Have you remembered everything?

Please tick the documents that you are including.