

Application for assessment of foreign qualifications

How to fill in the form: See instructions on page 6. 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. Organisation, institution, authority or employer submitting the application

Only fill in this section if somebody other than the qualification holder is requesting the assessment.

Name of contact person		Organisation/institution/authority/employer	
Postal address			
Postal code		Town	
Telephone		E-mail	

3. Purpose of the assessment

What is the most important purpose of the assessment? Tick 1 box only.	<input type="checkbox"/> Job → Which occupation? _____	NB: Please contact the relevant educational institution if you want to know whether you fulfil the specific admission requirements for a particular programme of education/training or whether you may be awarded credit for your previous qualification.
	<input type="checkbox"/> Admission to an unemployment fund	
<input type="checkbox"/> Further education/training		
Other purposes or additional information		
Does a prior assessment of your education exist? <input type="checkbox"/> No <input type="checkbox"/> Yes → Enclose copy of prior assessment(s).		
Do you need the assessment in Danish or English? (Tick 1 language only) <input type="checkbox"/> Danish <input type="checkbox"/> English		

4. Primary and lower secondary education

Education received from age 5 to 16, approximately

1	School		Certificate	
	Town	Country		Started year:
				Completed year:

2	School		Certificate	
	Town	Country		Started year:
				Completed year:

5. Upper secondary education

General secondary education giving access to higher education

Educational institution		Address/web address/e-mail of institution	
Town	Country		
Certificate			Started year:
			Completed year:
Nominal length of programme (according to curriculum): __ years and __ months			

6. Vocational education and training

Secondary education and training for specific vocations in industry, trade etc.

Educational institution		Address/web address/e-mail of institution	
Town	Country		
Certificate		Specialisation/vocational field	
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?		Length of practical training: __ months	
<input type="checkbox"/> No <input type="checkbox"/> Yes → Please fill in length and name of workplace.		Workplace:	
Which types of job can you do with this qualification?			

Additional information about vocational education and training

7. Higher education

Studies that normally require upper secondary education level or above

1	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?		Length of practical training: __ months		
	<input type="checkbox"/> No				
	<input type="checkbox"/> Yes → Please fill in length and name of workplace.		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					

2	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?		Length of practical training: __ months		
	<input type="checkbox"/> No				
	<input type="checkbox"/> Yes → Please fill in length and name of workplace.		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

3	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			

8. Relevant work experience

Period of employment	Job	Workplace

9. Additional information

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10. 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?
<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, please explain why

11. Signature of the holder of the qualification

The qualification holder must sign the form even if somebody else is submitting the application.

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

12. Have you remembered everything?

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

<input type="checkbox"/> Application form completed, including information about all your education right from primary school.
<input type="checkbox"/> Application form signed.
<input type="checkbox"/> Certified copies of the following original documents:
<input type="checkbox"/> Diploma(s)/certificate(s) in original language
<input type="checkbox"/> Transcript(s), mark sheets or similar list(s) of subjects passed, in original language.
<input type="checkbox"/> Translation of diploma(s)/certificate(s) if the documents are not in Danish, Swedish, Norwegian, English, German or French
<input type="checkbox"/> 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
<input type="checkbox"/> Prior diploma/certificate that gave access to the programme in question
<input type="checkbox"/> Documentation of change of name, e.g. marriage certificate, if any
<input type="checkbox"/> Copies certified according to instructions – see page 6

Application instructions

How to apply

1. Fill in the application form. Please see below for details about filling in the fields.
2. Sign the form.
3. Enclose all of the required documents (see next section).
4. 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 two months from the time we have received all of the required documents. If you have any questions, please visit en.iu.dk 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, certification of copies etc. 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 your documents.

We may hand any forged documents to the police.

Documents required

Certified copies of the following original documents must be included with the application. However, you are encouraged to enclose the original documents if they come from one of the countries mentioned under "Original documents" below.

- Diploma(s)/certificate(s) in the original language.
- Transcript(s), mark sheets or similar list(s) of subjects passed, in the original language. If no such transcript etc. is available, please list in your own words the subjects studied and passed.
- Translation of diploma(s)/certificate(s). Documents in Norwegian, Swedish, English, French and German require no translation.
- Translation of transcript(s), mark sheets or list(s) of subjects passed. Documents in Norwegian, Swed-

ish, English, French and German require no translation.

- Prior diploma/certificate that you obtained as a basis for the qualification that is to be assessed.
- If the name on any of the documents is different from the name you are currently using: Documentation of change of name, e.g. marriage certificate.
- If your qualifications have been assessed before: Former assessment(s) or recognition decision(s).
- If you want another person to act on your behalf in connection with your application, you must give that person power of attorney to do so. The power of attorney must be in writing and dated, containing the name, address, postal code and town, e-mail address, phone number, civil registry number (if none: date of birth) and signature of the person you have authorised to act on your behalf.

We may ask you for further documentation.

Certified copies

All copies of original documents or translations must be certified, i.e. an authority must have signed and stamped each page to confirm that the copies are identical with the documents that you have presented as original documents. The authority thereby confirms that they are not copies of copies, but it does not attest to the authenticity of the original documents.

How to have your copies certified: Take the original documents with you to one of the following:

1. a Danish authority (e.g. a municipal office, a job centre (AF) or an educational institution)
2. the institution/authority that issued the document
3. the embassy or consulate in Denmark of the country where the document was issued
4. a Danish embassy or consulate.

Original documents

We reserve the right to demand the submission of original documents. If you have qualifications from one of the following countries, you are encouraged to enclose the original documents (instead of certified copies) with your application:

Armenia, Azerbaijan, Bangladesh, Belarus, Burundi, Cameroon, China, People's Republic of, Congo (De-

mocratic Republic of), Eritrea, Ethiopia, Georgia, Ghana, India, Iraq, Kazakhstan, Kenya, Kyrgyzstan, Liberia, Moldova, Nigeria, Pakistan, Russia, Rwanda, Soviet Union (former), Tajikistan, Turkmenistan, Uzbekistan.

The request for original documents is due to the fact that we often find it necessary to ask holders of qualifications from the countries listed above to submit original documents in order to provide sufficient basis for our assessment.

In case you send in original documents you must send them by registered post ("anbefalet brev"). We always return original documents by registered post.

Translations

Documents in 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 your application electronically. Your 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 your 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 you have no Danish civil registry number, please write your date of birth: day-month-year.

Postal address: Street address etc. Also includes c/o name, if your own 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. Organisation, institution, authority or employer submitting the application

Only fill in this section if somebody other than the qualification holder is submitting the application.

3. Purpose of the assessment

Tick the main purpose for which you want to use the assessment. If it is "Job", please state the occupation (type of job) in which you are looking for employment or are already employed.

Language of the assessment: You can ask for the assessment to be written in *either* Danish *or* English. Normally, we will write the assessment in Danish in order to facilitate its use in the Danish labour market or education system.

Former assessment: Tick "Yes" if you have received any written assessment or decision on recognition of your qualification before, either from the Danish Agency for Universities and Internationalisation (previously CIRIUS) or from other bodies in Denmark or abroad.

4. Primary and lower secondary education

Education that you received from age 5 to 16, approximately. This information makes it easier for us to assess your subsequent qualifications.

If you have completed more than two programmes of primary or lower secondary schooling, please write the additional information on a separate sheet of paper.

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

Certificate: Please write the name of the certificate in the original language using Latin letters (ABCD etc.).

5. Upper secondary education

General education which can be entered after completing lower secondary education, i.e. after compulsory school, and which gives access to higher education.

If you have completed more than one upper secondary programme, please write the additional information on a separate sheet of paper.

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

Certificate: Please write the name of the certificate in the original language using Latin letters (ABCD etc.).

Nominal length of programme: How many years and months were officially required to complete the programme according to the curriculum?

6. Vocational education and training

Education or training which prepares students for specific occupations and which can usually be entered immediately after completing lower secondary school, i.e. after compulsory education.

If you have completed more than one vocational programme, please write the additional information on a copy of this part of the form.

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

Certificate: Please write the name of the certificate in the original language using Latin letters (ABCD etc.).

Title: Which title are you allowed to use, having completed this programme of education?

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

7. Higher education

University education or other studies that normally require at least an upper secondary school leaving certificate.

If you have completed more than three higher education programmes, please write the additional information on a copy of this part of the form.

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/degree in the original language using Latin letters (ABCD etc.).

Title: Which title are you allowed to use, having completed this programme of education?

Nominal length of programme: How many years and months were 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: The title of the thesis etc.
- Number of pages.
- Nominal duration: How many months were officially allotted for this work?

8. Relevant work experience

Please list the most important periods of employment where you have used your qualification.

We do not assess your work experience, but the information about your work experience may facilitate the assessment of your qualification.

9. Additional information

Information about any other circumstances relevant to the assessment of your qualification, for example:

- study periods completed at another institution
- credit transferred from another institution
- credit granted for professional experience.

10. Contact to authorities in the country of education

We ask you to accept that we may contact your educational institution or a relevant authority in the country where you obtained your qualification, in case we want to have confirmation of information about the qualification. If your answer is no, you must state the reasons why.

11. 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. This applies even if somebody else is submitting the application.

12. Have you remembered everything?

Please tick the documents that you are including.