

# Application for recognition of teaching qualifications

How to fill in the form: See instructions on page 5. 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			Family 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. Purpose of the assessment

Where do you want authorisation to teach?  NB: You must be authorised to teach at the same level(s) in the country where you qualified as a teacher.	<input type="checkbox"/> Primary and lower secondary school (folkeskole)
	<input type="checkbox"/> General upper secondary school (stx, hf, hhx, htx) ↳ Which subjects do you want authorisation to teach? _____
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).	

## 3. Teacher training

Teaching qualifications in country of origin

Educational institution		Address/web address/e-mail of institution	
Town	Country		
Diploma/degree		Specialisation/main fields of study	
Title			

Subject(s) and age range(s) trained to teach:			
Subject: _____	Age range: from ____ to ____		
Subject: _____	Age range: from ____ to ____		
Subject: _____	Age range: from ____ to ____		
Subject: _____	Age range: from ____ to ____		
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 include a thesis, dissertation or other large project?			
<input type="checkbox"/> No <input type="checkbox"/> Yes → Title: _____			
Number of pages: ____ Nominal duration: __ months			
Additional information			

#### 4. Other further and 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 include 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				

<b>2</b>	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 include 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				

### 5. Professional experience as a teacher in or outside Denmark

Period of employment	Subject employed to teach	Age range employed to teach	Name of school	Country
From _____ To _____		From _____ To _____		
From _____ To _____		From _____ To _____		
From _____ To _____		From _____ To _____		
From _____ To _____		From _____ To _____		
From _____ To _____		From _____ To _____		
From _____ To _____		From _____ To _____		

## 6. Additional information

## 7. 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

## 8. Signature of the holder of the qualification

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

<b>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.</b>	
Date and place	Signature

## 9. Have you remembered everything?

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

<input type="checkbox"/> Application form completed.
<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"/> Proof of nationality
<input type="checkbox"/> Evidence of any teaching experience, in or outside Denmark
<input type="checkbox"/> Teacher certificate/letter of authorisation or other documentation of professional recognition as a teacher in the country of education, if any
<input type="checkbox"/> Documentation of change of name, e.g. marriage certificate, if any
<input type="checkbox"/> Copies certified as required – see the section on certified copies in the instructions (page 5).

# 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

You are entitled to receive a decision within 3 months from the date the agency receives all the required documents. If you have any questions, please visit [www.iu.dk/tr](http://www.iu.dk/tr) or contact the agency: tel. (+45) 33 95 70 00 (Mon-Thu 9am-4pm, Fri 9am-3.30pm) or e-mail: [anerkendelse@iu.dk](mailto: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.

The Danish Agency for Universities and Internationalisation may hand any forged documents to the police.

## Documents required

Certified 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. If no such transcript etc. is available, please list in your own words the subjects studied and passed.
- Translation of diploma(s)/certificate(s).
- Translation of transcript(s), mark sheets or list(s) of subjects passed.
- Prior diploma/certificate that you obtained as a basis for the qualification that is to be assessed.
- Proof of nationality: passport or ID card.

- Evidence of professional experience if you have worked as a teacher, in or outside Denmark: e.g. references or labour book.
- Teacher certificate/letter of authorisation or other documentation of professional recognition as a teacher in the country of education. This only applies to countries where such certificates etc. are issued.
- 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). The Danish Agency for Universities and Internationalisation 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 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.

The Danish Agency for Universities and Internationalisation reserves the right to demand the submission of original documents. In case you send in original documents you must send them by registered post (“anbefalet brev”). The agency always returns original documents by registered post.

## 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.

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

## Data processing

The Danish Agency for Universities and Internationalisation processes 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, the agency asks an educational institution for an expert opinion, and the agency 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 the agency's website.

## Legal basis

The Danish Agency for Universities and Internationalisation is responsible for granting qualified teacher status to holders of foreign teaching qualifications. This is done on the basis of Danish law governing teaching professions and the EU directive on professional recognition.

For further information about the legal basis, please visit the agency's website: [en.iu.dk/tr](http://en.iu.dk/tr).

## 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. Purpose of the assessment

Tick the appropriate box to say whether you want recognition as a teacher in the Danish Folkeskole, i.e. primary and lower secondary school and/or in general upper secondary school (stx, hf, htx, htx). Please note that you can only apply for recognition to teach at the same level(s) that you are qualified to teach at in the country where you completed your teacher training.

If you want to teach in general upper secondary school, you must also state which subject(s) you want to teach.

**Prior assessment:** Tick "Yes" if you have received any written assessment of your qualification before, either from the Danish Agency for Universities and Internationalisation (previously CIRIUS) or from other bodies in Denmark or abroad. This also applies if you have been granted approval to teach outside your country of education.

## 3. Teacher training

If you have completed more than one teacher training 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.).

**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?

**Subjects:** Which subjects are you allowed to teach in the country where you qualified? If you are not trained to teach one or more specific subjects but are qualified to teach all subjects within a certain age range, please write: "All subjects".

**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?

**Internship or other practical training in a workplace:** Did the programme include any compulsory period of teaching practice?

**Did the programme include 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?

#### 4. Other further and higher education

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

If you have completed more than two 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 include 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?

#### 5. Professional experience as a teacher in or outside Denmark

Please list the periods of employment where you have worked as a teacher after completing your teaching qualification.

The information about your professional experience may influence the decision to be made by the Danish Agency for Universities and Internationalisation.

#### 6. 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.

#### 7. Contact to authorities in the country of education

The Danish Agency for Universities and Internationalisation asks 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.

#### 8. 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.

#### 9. Have you remembered everything?

Please tick the documents that you are including.