

# EU/EEA application for recognition of teaching qualifications

- Please see instructions at the end of the form.
- Fields marked \* are required.

## 1. Personal details

First and middle names *		Last name *	
Previous name, if changed			
Danish civil registry no. (if none: date of birth) *		Nationality *	Gender * <input type="checkbox"/> Male <input type="checkbox"/> Female
Street address *			
Any other address information (e.g. c/o name)			
Postal code *	City/town *	Country (if not Denmark)	
Telephone number (daytime)	Other telephone number, if any	E-mail address	

## 2. Purpose of the assessment

<p>For which teaching profession are you seeking recognition? *</p> <p>NB: You must be fully qualified to teach at the same level(s) in another EU country, Norway, Iceland, Liechtenstein or Switzerland.</p> <p><input type="checkbox"/> Teacher in municipal primary and lower secondary school</p> <p><input type="checkbox"/> Teacher in general upper secondary education (STX, HF, HHX, HTX)            ↳ Which subjects do you want to teach? _____</p> <p><input type="checkbox"/> Teacher in municipal primary and lower secondary school + Teacher in general upper secondary education (STX, HF, HHX, HTX)            ↳ Which upper secondary subjects do you want to teach? _____</p> <p><input type="checkbox"/> Pedagogue in municipal primary school (preschool class to grade 3 educator)</p> <p><input type="checkbox"/> Teacher of Danish for adult foreigners</p> <p>Other purposes or additional information</p>
<p>Does a prior assessment of your education exist? *    <input type="checkbox"/> No    <input type="checkbox"/> Yes    → Enclose copy of prior assessment(s).</p>

## 3. Teacher training

Qualification *		Specialisation/main fields of study
Educational institution *		Web address of institution
City/town *	Country *	

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 _____
When did you start on the programme? *	When did you complete the programme?*	Full-time or part-time education? *
Month: _____ Year: _____	Month: _____ Year: _____	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time
What was the official length of the programme? * __ years and __ months		
Did the programme include an internship or other practical training in a workplace? *		
<input type="checkbox"/> Yes → Duration: __ months      Workplace: _____ <input type="checkbox"/> No		
Did you finish the programme with a thesis, dissertation or other large project? *		
<input type="checkbox"/> Yes → Title: _____ _____ _____ What was the nominal duration of this work? __ months      Number of pages: _____ Credits earned, if applicable (number and name of credits, e.g. "ECTS", "credits", or "units"): _____ <input type="checkbox"/> No		
Additional information		

## 4. Other higher education qualifications

Studies that normally require upper secondary education level or above

### Other higher education 1

Qualification *		Specialisation/main fields of study
Educational institution *		Web address of institution
City/town *	Country *	
When did you start on the programme? *	When did you complete the programme?*	Full-time or part-time education? *
Month: _____ Year: _____	Month: _____ Year: _____	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time
What was the official length of the programme? * __ years and __ months		
Did the programme include an internship or other practical training in a workplace? *		
<input type="checkbox"/> Yes → Duration: __ months      Workplace: _____ <input type="checkbox"/> No		

Did you finish the programme with a thesis, dissertation or other large project? \*

☐ Yes → Title: \_\_\_\_\_  
 \_\_\_\_\_

What was the nominal duration of this work? \_\_\_\_ months      Number of pages: \_\_\_\_  
 Credits earned, if applicable (number and name of credits, e.g. "ECTS", "credits", or "units"): \_\_\_\_\_

☐ No

Which types of job can you do with this qualification?

Additional information

## Other higher education 2

Qualification *		Specialisation/main fields of study
Educational institution *		Web address of institution
City/town *	Country *	
When did you start on the programme? * Month: _____ Year: _____	When did you complete the programme? * Month: _____ Year: _____	Full-time or part-time education? * <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time
What was the official length of the programme? * __ years and __ months		
Did the programme include an internship or other practical training in a workplace? *		
<input type="checkbox"/> Yes → Duration: ____ months      Workplace: _____ <input type="checkbox"/> No		
Did you finish the programme with a thesis, dissertation or other large project? *		
<input type="checkbox"/> Yes → Title: _____ _____ What was the nominal duration of this work? ____ months      Number of pages: ____ Credits earned, if applicable (number and name of credits, e.g. "ECTS", "credits", or "units"): _____		
<input type="checkbox"/> No		
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. Declaration

By submitting this application you confirm that:

- All the information included is true and accurate to the best of your knowledge;
- The enclosures are authentic documents relating to you;
- You understand that submission of fraudulent documentation will be reported to the police;
- You consent to the Danish Agency for Higher Education and Science assessing your qualifications;
- You understand that the Danish Agency for Higher Education and Science can exchange information relevant to your application with competent authorities in other EU Member States that have issued evidence of formal qualification and relevant certificates, attestations etc. in accordance with article 50(2-3a), 56(2), and other Member States' assistance centres, cf. 57b (3) of the Professional Recognition Directive (2005/36/EC).

## 8. Checklist

This checklist is to be enclosed with your application.

Before submitting the application, please make sure that you have included the following items.

Please see the instructions for details about the document requirements.

### **Please tick the boxes for the documents you are enclosing:**

- ☐ Application form completed
- ☐ Diploma(s)/certificate(s) that you want to have assessed
- ☐ Transcript/mark sheet/similar list of subjects passed, for each qualification that you want to have assessed
- ☐ Translations of diploma(s)/certificate(s) and of transcript(s) – however, documents in Norwegian, Swedish, English, German, French or Spanish require no translation
- ☐ Diploma Supplement, if available
- ☐ Proof of nationality
- ☐ Evidence of any teaching experience, in or outside Denmark, if any
- ☐ Teacher certificate/letter of authorisation or other documentation giving you access to the profession in another country, if any
- ☐ Name change documentation, e.g. marriage certificate, if your name has changed
- ☐ Previous assessment(s) or recognition decision(s), if any
- ☐ If you have been granted professional rights to work as teacher in an EU or EEA country based on teaching qualifications obtained outside EU/EEA or Switzerland: Attestation that you have worked as a teacher in the Member State that recognised your qualifications from the non-Member State

# Application instructions

Please do not enclose these instructions with your application.

You can use this application form only if you are a citizen of one of the EU countries, Norway, Iceland, Liechtenstein or Switzerland, or you have a residence permit in Denmark under the Directive 2004/38/EC. In addition, you need to be fully qualified to work as a teacher (as referred to in point 2 of the application) in one of those countries.

In these instructions, the term "Member State" refers to EU countries, Norway, Iceland, Liechtenstein and Switzerland.

## How to apply

1. Fill in the application form. Fields marked \* are required. Please see below for details about filling in the fields.
2. Enclose all of the required documentation. See the section on documentation below.
3. Upload the application on the Business in Denmark website.

## After applying

You will receive confirmation of your application within 14 days. We will contact you in case any information or documents are missing.

You are entitled to receive a decision within 3 months from the date you submitted all the required documents. If problems are encountered in processing your file, you are entitled to receive a decision no later than 4 months from the date you submitted all the required documents.

## Documentation

- The decision can be delayed e.g. if we experience problems with receiving further necessary information or documentation. It is therefore important that you carefully follow the documentation requirements.
- It is in your interest to provide as much information as possible in the following areas: professional experience, further professional training, seminars and other courses taken in addition to the initial training. This can help you avoid, completely or partly, having to take an aptitude test or complete an adaptation period before your qualification is recognised.
- Please note that we conduct routine verification of foreign documents. Cases of fraud (including the use of documents belonging to another person) will be reported to the police.

## Required documents

As a starting point, copies of the following documents are required:

- Diploma(s)/certificate(s): Evidence of the qualification(s) you want to have assessed.
- Transcript, mark sheet or similar list of subjects passed, for each qualification that you want to have assessed. If you are unable to provide the transcript etc., please list in your own words the subjects you have studied and passed.
- Translation(s) of the diploma(s)/certificate(s) mentioned if they are not in English, German, French, Spanish, Swedish or Norwegian. Please see the section on translations below.
- Translation of the transcript(s) etc. mentioned if they are not in English, German, French, Spanish, Swedish or Norwegian. Please see the section on translations below.
- If you have a Diploma Supplement, please enclose it. This refers to the Europass Diploma Supplement issued by higher education institutions in the European Union and the European Economic Area (EEA).
- Proof of nationality: for example passport, ID card.
- Evidence of professional experience if you have worked as a teacher, in or outside Denmark: e.g. references or labour book, reference from your employer, employment contract etc., if any.

- Certificate/letter of authorisation or other documentation of professional recognition by which you are entitled to work 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).
- If you have been granted professional rights to work as teacher in a Member State based on teaching qualifications obtained in a non-Member state: Attestation that you have worked as a teacher in the Member State that recognised your qualifications from the non-Member State.

In case of justified doubt, we may ask you for further documentation, including original documents.

## Translations

Documents in Norwegian, Swedish, English, French, German, and Spanish require no translation. Documents in other languages must be translated into Danish or one of the languages mentioned. As an applicant, you are responsible for finding a translator.

Translations of diploma/certificate and transcript must normally have been made by or certified by one of the following:

- a translator holding a Danish translator and interpreter's diploma (translatørexamen)
- the embassy or consulate of the country where the original document was issued or the translation was made
- a Danish embassy or consulate
- the institution that issued the document.
- Translations made by a translator who has previously been used by Danish legal system or other Danish public authorities, i.e. registered police interpreters or translators working for on a regular basis for a municipal administration or other public authority which thereby takes responsibility for the translator and his/her work
- Translations made by the interpreter service of the Danish Refugee Council
- Legalised translations
- Notary-stamped translations.

We may also accept other translations on a case by case basis. If in doubt, please ask us.

Please note that we do not require certified translations of standard documents such as identity cards, passports etc.

## Processing of your personal data

The Agency records the information you provide in your application or afterwards, in order to process the application and to be able to answer any subsequent inquiries regarding the processing and the decision.

The Agency may contact the educational institution or the relevant authority in the country of education or authorisation if you have consented to this in section 7 of the application form. Apart from the EU / EEA countries, Andorra, Argentina, the Faroe Islands, Guernsey, the Isle of Man, Israel, Jersey, New Zealand, Switzerland and Uruguay, the country of education does not necessarily have data security rules preventing information from reaching unauthorised persons.

You have the right to withdraw your consent. If you do so the Agency may be unable to make the assessment that you have applied for.

In some cases, the Agency asks a Danish educational institution for an expert opinion. In that case, the Agency may disclose information about your education so that the educational institution can evaluate your qualifications.

If you get a decision, the Agency passes information about you and the decision on to Statistics Denmark, which uses the information for statistical purposes only.

The Agency processes the information in accordance with Danish law governing the profession in question – see the section on legal basis.

You can contact the Agency's Data Protection Officer at email: [dpo@ufm.dk](mailto:dpo@ufm.dk), tel.: 72 31 89 09, post: Ministry of Higher Education and Science, P.O. Box 2135, 1015 Copenhagen K, "att. Data Protection Officer".

You are entitled to object to the processing of your personal information. Read more about your rights on the Ministry of Higher Education and Science website: [ufm.dk/en/Data](https://ufm.dk/en/Data).

## Legal basis

The Danish Agency for Higher Education and Science 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 our website: [ufm.dk/recognition/tr](https://ufm.dk/recognition/tr).

## Filling in the application form

### 1. Personal details

- Previous name: Fill in if your name has changed since the documents were issued.
- Danish civil registry no.: If you have no Danish civil registry number, please write your date of birth: day-month-year.
- Street address, e.g. "Main Street 12, 3rd floor".
- Any other address information: If, for example, your name is not on the door/letter box, please write "C/o" followed by the name that is.
- Telephone number (daytime): A phone number where we can reach you during office hours (9h–16h).
- E-mail address: Please write your e-mail address very carefully.

### 2. Purpose of the assessment

- Tick the appropriate box to say which profession you wish to pursue. 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 from the Agency 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.
- Qualification: Please write the name of the qualification as it appears on the certificate, in the original language using Latin letters (ABCD etc.).
- Educational institution: Please write the name of the educational institution in the original language using Latin letters.
- 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".
- Official 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 an internship or other practical training in a workplace? If so, please indicate how many months it took and the name of the place where you worked.
- Did you finish the programme with a thesis, dissertation or other large project?: If yes, please state:
  - Title of the thesis etc.
  - Nominal duration: How many months were officially allotted for this work?
  - Number of pages
  - If credits were awarded for this work: number of credits and name of the credits, e.g. "30 ECTS".



#### 4. Other higher education qualifications

- Fill in this section if you have completed other university education or other studies that normally require at least an upper secondary school leaving certificate.
- If you have completed more than two other higher education programmes, please write the additional information on a copy of this part of the form.
- Qualification: Please write the name of the qualification as it appears on the certificate, in the original language using Latin letters (ABCD etc.).
- Educational institution: Please write the name of the educational institution in the original language using Latin letters.
- Official 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 an internship or other practical training in a workplace? If so, please indicate how many months it took and the name of the place where you worked.
- Did you finish the programme with a thesis, dissertation or other large project?: If yes, please state:
  - Title of the thesis etc.
  - Nominal duration: How many months were officially allotted for this work?
  - Number of pages
  - If credits were awarded for this work: number of credits and name of the credits, e.g. "30 ECTS".

#### 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, if any.
- If you obtained your professional qualification in a non-EU country, Norway, Island, Lichtenstein or Switzerland, the recognition procedure under EU-rules will only apply when you have worked as a teacher in the Member State that recognized your qualifications. For that purpose you have to provide the attestation about your working experience issued by that Member State.
- The information about your professional experience may influence the decision to be made by the Danish Agency for Higher Education and Science.

#### 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. Declaration

Please note that by submitting this application you confirm that:

- All the information included is true and accurate to the best of your knowledge;
- The enclosures are authentic documents relating to you;
- You understand that submission of fraudulent documentation will be reported to the police;
- You consent to the Danish Agency for Higher Education and Science assessing your qualifications;
- You understand that the Danish Agency for Higher Education and Science can exchange information relevant to your application with competent authorities in other EU Member States that have issued evidence of formal qualification and relevant certificates, attestations etc. in accordance with article 50(2-3a), 56(2), and other Member States' assistance centres, cf. 57b (3) of the Professional Recognition Directive (2005/36/EC).

#### 8. Have you remembered everything?

- Please tick the boxes to indicate which documents you are including.