

Please, read instructions carefully. Type or print legibly.

**1 APPLICANT'S PERSONAL AND STUDY DETAILS** (To be filled in by all applicants)

<b>1.1 PERSONAL AND CONTACT DETAILS</b>	Family name (also previous ones)		
	First names		
	Date of birth	Place of birth	Personal identity number
	Nationality		
	Address		
	Postcode	City	
	Phone number, work		Phone number, home
	E-mail		
<b>Fill in as needed</b>	Contact person in Finland to whom the decision may be sent, if you do not have an address in Finland. (Name and address)		
	Contact person to whom the FNBE may provide information relating to your application.		
<b>1.2 DEGREE(S) COMPLETED ABROAD</b>	<b>Degree 1</b>		
	Higher education institution and country		
	Degree title in original language		
	Major subject /discipline		
	Date of enrolment	Date of completion of studies	
	Nominal duration of studies	Date of diploma	
		years	
	Does the degree include an independent scientific work such as Master's thesis, diploma work or equivalent? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	<b>Degree 2</b>		
	Higher education institution and country		
	Degree title in original language		
	Major subject /discipline		
	Date of enrolment	Date of completion of studies	
	Nominal duration of studies	Date of diploma	
	years		
Does the qualification include an independent scientific work such as Master's thesis, diploma work or equivalent? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>1.3 STUDY MODULE COMPLETED ABROAD</b>	Title of module and date of completion		
	Higher education institution		
	Country		
<b>1.4 STUDY MODULE COMPLETED IN A FINNISH HIGHER EDUCATION INSTITUTION</b>	Title of module and date of completion		
	Higher education institution		

## 2 RECOGNITION OF HIGHER EDUCATION QUALIFICATION

	<p>The eligibility requirements for civil service posts and positions in Finland may include a qualification at a certain level of education. The eligibility for such posts and positions is conferred by a decision issued by the Finnish National Board of Education concerning the recognition of the level of the qualification. This decision is based on the Act on Competence for Civil Service Posts Conferred by Higher Education Studies Taken Abroad (531/1986).</p> <p>A degree completed abroad can be recognised either as corresponding to a lower or higher university degree, a polytechnic degree, a higher polytechnic degree, a pre-doctoral licentiate or doctor's degree.</p> <p>The recognition of a qualification cannot be applied for if the applicant's qualification is not a higher education qualification in the country where it was completed.</p> <p>Based on the information I have provided above and in the enclosed appendices, I am applying for the recognition of a higher education qualification completed abroad.</p> <p><b>The required appendices are specified at the end of this form.</b></p> <p>I would like the decision <input type="checkbox"/> in Finnish <input type="checkbox"/> in Swedish</p>
<b>Signature</b>	<p>I hereby confirm that the information submitted on this application form and the enclosed appendices are true and correct. I agree that the authorities have the right to verify the information I have provided.</p> <p>Date _____ Name and signature _____</p>

## 3 ELIGIBILITY FOR A SPECIFIC PROFESSION

	<p>When the qualification requirement for a post or position is the completion of a specific degree or certain studies defined by law or decree, the Finnish National Board of Education decides whether the qualification requirements for a post or position are met. The decision is based either on Act on the Recognition of Professional Qualifications (1093/2007, qualification completed by an EU/EEA national in an EU/EEA country, AP-law) or the Act on the Competence for Civil Service Posts Conferred by Higher Education Studies Taken Abroad (531/1986, UO-law).</p> <p>In the recognition of the professional competence acquired by an EU/EEA national in an EU/EEA country, the Finnish National Board of Education will take into consideration the professional competence and professional experience gained in the applicant's country of origin.</p> <p>Professional competence and experience can also be taken into consideration when the applicant is applying for eligibility to give teaching in a foreign language.</p> <p>In a decision issued on the basis of the UO-law (531/1986), professional experience cannot be taken into consideration, so point 3.2 in this form can in those cases be left blank.</p>
<b>3.1 PROFESSIONAL COMPETENCE IN THE COUNTRY WHERE THE QUALIFICATION WAS COMPLETED</b>	<p>My qualification provides the following professional competence in the country where it was completed (teachers are also required to provide information on the subjects in which and the level of education at which they are qualified to teach):</p>
<b>3.2 PROFESSIONAL EXPERIENCE</b>	<p>Only to be filled in if the applicant is an EU/EEA national who has completed a qualification in an EU/EEA country or is applying for a decision qualifying to teach in a foreign language.</p> <p>I have worked in the above-mentioned profession after completing the qualification:</p> <p>In the country where the qualification was completed <input type="checkbox"/> full time _____ years <input type="checkbox"/> part time _____ years</p> <p>In Finland <input type="checkbox"/> full time _____ years <input type="checkbox"/> part time _____ years</p>
<b>3.3 Teaching</b>	<p><b>Based on the information I have provided above and in the enclosed appendices, I am applying for the following professional competence:</b></p> <p>The qualification criteria have been defined in the Decree on the Qualification Requirements for Educational Staff (986/1998) or in the Act on Qualification Requirements for Social Welfare Professionals (272/2005).</p> <p><input type="checkbox"/> <b>Teaching qualification</b></p> <p><input type="checkbox"/> kindergarten teacher <input type="checkbox"/> pre-school education teacher <input type="checkbox"/> class teacher</p> <p><input type="checkbox"/> special kindergarten teacher <input type="checkbox"/> special class teacher <input type="checkbox"/> special-needs teacher</p> <p><input type="checkbox"/> subject teacher in grades 7-9, subjects _____</p> <p><input type="checkbox"/> subject teacher in general upper secondary school, subjects _____</p> <p><input type="checkbox"/> guidance and counselling</p> <p><input type="checkbox"/> <b>Separate study modules</b></p> <p><input type="checkbox"/> subject(s) to be taught (grades 7-9/general upper secondary): _____</p> <p><input type="checkbox"/> teacher's pedagogical studies</p> <p><input type="checkbox"/> <b>Sufficient studies qualifying to teach in a foreign language</b></p> <p>The Finnish National Board of Education issues decisions on eligibility to give teaching in a foreign language (in education where the language of instruction is not Finnish, Swedish or Sami) based on the Decree on the Qualification Requirements for Educational Staff (986/1998, Chapter 21).</p> <p>Teaching in the _____ language</p> <p>Type of teaching (pre-school/pre-primary, class teacher, special teacher or subject teacher) _____</p> <p>Subject(s) to be taught _____</p>



# INSTRUCTIONS ON COMPLETING THE APPLICATION FORM

## Eligibility for civil service posts conferred by foreign qualifications and/or recognition of professional qualifications

The eligibility requirements for civil service posts and positions in Finland include a qualification at a certain level of education, or a specifically named qualification. When the qualification has been completed abroad, a decision on recognition of eligibility for such a post or position is required from the Finnish National Board of Education.

The decision on recognition by the Finnish National Board of Education can be applied for by

- a person who has completed in a country other than Finland a higher education qualification taking no less than three years to complete, or who has completed a higher education study module that can be recognised as corresponding to a study module conferring eligibility in Finland (for example, teacher's pedagogical studies);
- an EU/EEA national who has completed a qualification conferring professional competence in an EU/EEA country other than Finland.

Incomplete studies or separate courses cannot be recognised; the qualification must be completed.

## APPLIED LAWS

The decisions issued are based either on the Act on the Recognition of Professional Qualifications (1093/2007, hereafter AP-law) or the Act on Competence for Civil Service Posts Conferred by Higher Education Studies Taken Abroad (531/1986, hereafter UO-law). The applicable law is determined by the nationality of the applicant and by the country where the degree was completed.

### Act on the Recognition of Professional Competence (AP-law)

The law is applied when the application concerns recognition of professional competence gained by an EU/EEA national in another EU/EEA country<sup>1</sup> (for example, teacher, social worker, full-time position in rescue services, position in police administration, defence forces, or border guards). In addition, the law concerns Swiss nationals and qualifications completed in Switzerland. The law is based on European Directive 2005/36/EC.

The law is also applied in cases where an EU/EEA national has completed a qualification outside the EU/EEA territory, has gained recognition of the qualification by an EU/EEA state, and, after that, has practised the profession in question for a period of no less than three years in the country that recognised the qualification.

The requirement for receiving a favourable decision on the basis of the AP-law is that, in the country of origin, the applicant is fully eligible for the position for which he or she applies for eligibility in Finland.

### Act on Competence for Civil Service Posts Conferred by Higher Education Studies Taken Abroad (UO-law)

The law is always applied when the application concerns correspondence of the level of a higher education degree (for example, a higher university degree).

The law is also applied when the application concerns correspondence of a degree or studies completed in a country outside the EU/EEA territory to a Finnish degree or study module conferring eligibility for a certain profession (section 3, for example, teachers).

The law is also applied when the application concerns correspondence of a level and of a specific completed study module to a study module conferring eligibility in Finland.

## COMPLETING THE FORM

The application form can be completed in the following languages: Finnish, Swedish, English, Norwegian, Danish, and Icelandic. The numbering used below refers to the numbering in the form. The applicant is asked to indicate whether the decision should be issued in Finnish or in Swedish.

### 1 Applicant's personal and study details

#### 1.1 Personal and contact details

If the applicant's present name is not the same as the one indicated in the diploma, the applicant should present a document certifying the change of name.

If the applicant does not live in Finland, the contact details of a contact person living in Finland to whom the decision should be sent must be provided. Decisions cannot be sent abroad.

#### 1.2 Degree(s) completed abroad

If the applicant has completed several degrees (for example, Bachelor and Master degrees), details of all the degrees should be given, including degrees completed in Finland.

#### 1.3 Study module completed abroad

Separate or non-degree study modules completed abroad can be recognised only if they can be considered to correspond to a study module that is an eligibility requirement in Finland (for example, teacher's pedagogical studies).

#### 1.4 Study module completed in a Finnish higher education institution

Indicate only those study modules completed in Finland that are relevant for eligibility (for example, teacher's pedagogical studies). Other studies should not be indicated (for example, Finnish language courses).

#### 2 Recognition of higher education qualification

A higher education degree completed abroad is primarily recognised as corresponding to a higher education degree of a specific level completed in Finland. The applicant should sign this section, if he or she is applying for the recognition of eligibility for a civil service post or position for which the eligibility requirement in Finland is a higher education degree of a certain level (for example, higher university degree).

If the applicant has completed a vocational qualification in an EU/EEA country providing professional competence, he or she should apply for eligibility for a specific profession in accordance with section 3 (for example, eligibility for full-time staff in rescue services).

#### 3 Eligibility for a specific profession

##### 3.1 Professional competence in the country where the qualification was completed

Here you should indicate what professional competence the qualification provides in the country where it was completed. A teacher is asked to indicate the subjects he or she is eligible to teach and the level of education at which he or she is eligible to teach (for example, basic education, general upper secondary education).

##### 3.2 Professional experience

Professional experience can be taken into consideration only if the decision concerns a qualification completed in an EU/EEA country, or sufficient studies qualifying to teach in a foreign language. Only professional experience gained in the profession in question after the completion of the qualification will be taken into consideration.

In the case of a decision issued on the basis of the UO-law, professional experience cannot be taken into consideration.

##### 3.3-3.8 Applying for eligibility for a specific profession

Here you may apply for eligibility for a specific profession. Examples of such posts and positions include teaching (3.3), social services (3.4), law (3.5), library (3.6), and rescue services (3.7). Tick the eligibility you are applying for and provide additional information, if necessary.

##### Eligibility for a secondary school teacher's post

Eligibility for a secondary school teacher's post can be conferred only for teaching subjects that are named in the Decree on Lesson-hour Distribution for comprehensive education (Government Decree 1435/2001, Chapter 6) or for upper secondary education (Government Decree 955/2002, Chapters 8 and 9). For example, Finnish as a second language is not in the Decrees, and no such eligibility can be conferred.

An applicant who has completed a foreign degree that can be recognised as corresponding to a higher university degree and to include the subject taught in comprehensive or upper secondary school, and who intends to complete teacher's pedagogical studies in Finland in order to gain teaching eligibility, can, in addition to recognition of the level of the degree (section 2), apply for recognition of the studies in the subject to be taught as corresponding to studies completed in Finland (section 3.3, separate study module).

If the applicant has completed a higher education degree abroad comprising studies corresponding to a teacher's pedagogical studies or if the applicant has additionally completed such studies, he or she can, in addition to the recognition of the level of the

<sup>1</sup> EU/EEA countries include Austria, Belgium, Bulgaria, Cyprus, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Great Britain, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, the Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain and Sweden. For recognition of professional competence, Switzerland is equal to the EU/EEA countries.

degree (section 2), apply for recognition of a teacher's pedagogical studies as corresponding to studies completed in Finland (section 3.3, separate study module). Depending on the level of the degree, the applicant can be conferred eligibility for a teacher's post, for example, in liberal adult education or in vocational education and training as a teacher of vocational studies.

### **Sufficient studies qualifying to teach in a foreign language**

When the applicant is applying for eligibility to teach in education where the language of instruction is a language other than Finnish, Swedish or Sami, he or she may apply for recognition of the level of the qualification (Section 2) as well as for a decision on sufficient studies qualifying to teach in a foreign language, Section 3.3). You should indicate the language of instruction and specify the type of education (e.g. pre-primary, primary, secondary, the subject to be taught etc.). The applicant should be a fully qualified teacher in the country in which the qualification was completed and the teaching qualification the applicant has completed must correspond at least to a lower university degree. Furthermore, the teaching qualification must be completed in the same language as the one the applicant intends to teach with when in Finland. This language must be an official language in the country where the qualification was completed.

### **SIGNING THE APPLICATION**

If the application is only for recognition of a foreign qualification as corresponding to a Finnish higher education degree at a certain level, the applicant should sign section 2 only. The remaining part of the application need not be completed. The applicant will receive one decision.

If the application is for eligibility for a specific profession and the applicant has a foreign higher education degree, the applicants should sign both sections 2 and 3. The applicant to whom the UO-law is being applied to will receive one decision on the recognition of both the level of degree (e.g. for a higher university degree) and of certain studies (e.g. the subjects to be taught and the teacher's pedagogical studies). The applicant to whom the AP-law is being applied to, will receive two decisions, one on the recognition of the level of the qualification and one on professional competence. The applicant will be charged only one fee.

If the application is for a profession where the eligibility requirements is not a higher-education degree (e.g. full-time crew in rescue services), the applicant must sign Section 3 only. The applicant will receive one decision.

### **APPENDICES TO THE APPLICATION**

The application is accepted for processing only when the completed and signed application together with all the required appendices have been delivered to the Finnish National Board of Education.

#### **1. Officially certified copies of certificates and transcripts**

Copies of the original certificates and transcripts must be attached to the application. If the applicant's name has changed after graduation, the applicant must provide an official documentation on the name change (e.g., a marriage certificate or an extract from the Population Information System in Finland).

#### **2. Officially certified copies of the translations of original certificates**

Authorised Finnish or Swedish translations of all documents indicated in item 1 must be attached to the application if the documents are issued in a language other than Swedish, Norwegian, Danish, Icelandic or English. The translator must have the right to work as an authorised translator in Finland according to the law on authorised translators (1231/2007) or have the right to work as an official translator (section 25 in the law) from the source language (e.g. Russian) into Finnish or Swedish.

More information and the register of authorised/official translators: [www.oph.fi/info/kaantajat](http://www.oph.fi/info/kaantajat)

The Finnish National Board of Education does not accept original documents but accepts certified copies issued by Finnish local register offices (maistraatti), Finnish diplomatic missions abroad, as well as copies with an Apostille issued by foreign authorities.

Contact details for register offices: [www.maistraatti.fi](http://www.maistraatti.fi)

Countries and authorities issuing Apostille certificates:

[http://hcch.e-vision.nl/index\\_en.php](http://hcch.e-vision.nl/index_en.php)

### **3. Documentation on nationality**

The application must be attached with a copy of the documentation verifying the nationality of the applicant, such as a copy of the pages in the passport giving personal details.

### **4. Information on the content and extent of studies**

If the diploma is not attached with a transcript, other written information on the content and level of degree, e.g. Diploma Supplement or copies of degree requirements, course descriptions or study records may be attached.

The Finnish National Board of Education will, if necessary, require the applicant to submit his or her dissertation or an abridged version of it.

### **5. Any prior decisions or decisions of dispensation or statements issued by Finnish higher education institutions or other experts**

Copies of any possible prior decisions of recognition or dispensation issued by the Ministry of Education or the Finnish National Board of Education, or statements from Finnish higher education institutions or other experts should be attached.

### **6. Certificate of professional competence provided by the qualification**

An officially certified copy of the certificate on the professional competence issued by the authority of the country where the qualification was completed must be attached to the application. If necessary, an authorised translation of the certificate must also be attached. See item 2 above.

### **7. Certificate of practical training**

If practical training is required after the completion of the degree to gain professional competence in the country where the qualification was completed, a certificate of practical training must be attached to the application. Practical training does not refer to training included in the studies. An officially certified copy of the documents and, if necessary, an authorised translation thereof must be attached. See item 2 above.

### **8. Certificate of professional experience**

If the applicant has acted in the profession in question after completing the qualification, the application must include the employer's certificate or a testimony of independent professional practice. An officially certified copy of the documents and, if necessary, an authorised translation thereof must be attached. See item 2 above.

### **SUPPLEMENTING THE APPLICATION AND PROCESSING TIME**

The Finnish National Board of Education notifies the applicant of the receipt of the application within one month of its receipt. If the application is incomplete, the applicant will at the same time be asked to supplement the application. The Finnish National Board of Education does not take a position on the content of the decision prior to issuing the decision but the applicant will be contacted if the eligibility applied for cannot be issued.

The Finnish National Board of Education is bound by AP-law to issue a decision within four months of receipt of all required documents. For decisions in which the UO-law is applied, no maximum processing time has been set.

### **FEE FOR THE DECISION**

The decision is personal and it will be issued in either Finnish or Swedish. The decision is subject to a fee of 238 € (+ 10 € postage and handling fee). The decision will be sent to the applicant, or to the contact person in Finland indicated in the application, on a cash-on-delivery basis. The applicant will receive an arrival notice from the local post office and the decision is paid in the post office upon collecting it.

The decision can be appealed against to the Administrative Court. Instructions for appealing will be attached to the decision.

### **FURTHER INFORMATION**

Finnish National Board of Education

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[recognition@oph.fi](mailto:recognition@oph.fi)

[www.oph.fi/recognition](http://www.oph.fi/recognition)

Legislation: [www.finlex.fi](http://www.finlex.fi)