**FINNISH NATIONAL AGENCY FOR EDUCATION APPLICATION FORM**

Finnish National Agency for Education’s advisory statement on a foreign vocational qualification

Please find more information about the advisory statement and the application procedure in the instructions for applying for a Finnish National Agency for Education’s advisory statement.

 **I AM APPLYING FOR AN ADVISORY STATEMENT ON A FOREIGN VOCATIONAL QUALIFICATION IN**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | Finnish |  | Swedish |
| **PURPOSE OF ADVISORY STATEMENT:** |
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| --- | --- |
| **1.1****Personal information** | Family name (also previous names) |
| First name(s) |
| Date of birth | Finnish social security number |
| Address |
| Postal code | City |
| Phone number | E-mail |
| Name, address and other contact information of contact person in Finland to whose address the advisory statement and the invoice may be sent if you do not have an address in Finland. |

|  |  |
| --- | --- |
| **1.2****Information on the qualification/s** | Qualification **1** |
| Education institution | Location of education institution (country) |
| Title of qualification in the original language |
| Date of enrolment | Date of completion of studies | Date of diploma |
| **Qualification 2** |
| Education institution | Location of education institution (country) |
| Title of qualification in the original language |
| Date of enrolment | Date of completion of studies | Date of diploma |

|  |  |
| --- | --- |
| **Fees** | The fee for a statement issued by the Finnish National Agency for Education on a Foreign vocational qualification is € 274,05 including value added tax. |
| **Signature** | I hereby certify that the information I have provided in this application and its appendices is correct. Where necessary, the Finnish National Agency for Education will verify the validity of the information provided (Administrative Procedure Act 434/2003, Section 31)Date Name and signature  |

 FINNISH NATIONAL AGENCY FOR EDUCATION 2017

### APPLICATION INSTRUCTIONS Finnish National Agency for Education statement on a foreign vocational qualification

The Finnish National Agency for Education may issue statements on foreign vocational qualifications on request and this service is subject to a fee. A statement by the Finnish National Agency for Education can be helpful when seeking employment, for example. It is an advisory statement and it does not grant eligibility for civil service posts or professional competence in Finland. Applicants who have completed a higher education degree abroad shall apply for a decision.

A statement describes the official status of the awarding body and the qualification, the level of the qualification, the professional competence provided by the qualification in the country of origin, and the content and scope of the studies in the extent possible.

The Finnish National Agency for Education may issue statements only on completed vocational qualifications falling within the official system of education of the country of origin. The content and scope of the studies are described to the extent that such information is available on qualification certificates or other documents submitted by the applicant to the Finnish National Agency for Education, such as curricula or qualification requirement

**Application documents**

You can apply for a statement by submitting a completed and signed application form.
When submitting an application you should enclose the following documents:

1. A copy of the qualification certificate
2. Copies of documents concerning the scope and content of the studies (such as a transcript of records)
3. The official translations of the documents mentioned in sections 1 and 2 above
4. A copy of an identification document; if your name has changed since completion of the qualification, you should submit an official document certifying the name change (such as a marriage certificate or an extract from a population register)
5. If you are applying for the Finnish National Agency for Education statement at the request of another authority, you should enclose a copy of the request made by the authority in question.

An authorized translation is required if the original document is in a language other than Finnish, Swedish or English. The translator must be an authorised translator in Finland or an official translator in the source country, working in the language pair in question. The Finnish National Agency for Education accepts translations into English done by the body that has issued the original document.

Register of authorised translators: www.oph.fi/info/kaantajat

**Language of the statement**

Statements on foreign vocational qualifications are issued in Finnish or Swedish.

**Fee**

The fee for a statement issued by the Finnish National Agency for Education on a foreign vocational qualification is € 274,05 including the value added tax according to the Value Added Tax Act.

The advisory statement will be posted to the applicant or his/her contact person in Finland. An invoice will be sent separately to the same address as the advisory statement.

**Contact details**

Please send the application form with appendices to the following address:
FINNISH NATIONAL AGENCY FOR EDUCATION/Registry Office

P.O. Box 380

FI-00531 Helsinki, Finland

**Further information:**

recognition@oph.fi

http://www.oph.fi/recognition

Tel.+358(0)29 533 1000