**FINNISH NATIONAL AGENCY FOR EDUCATION**

# APPLICATION FOR THE RECOGNITION OF A FOREIGN HIGHER EDUCATION DEGREE AND/OR HIGHER EDUCATION STUDY MODULE COMPLETED ABROAD

**APPLICATION FOR THE RECOGNITION OF PROFESSIONAL QUALIFICATIONS**

**Please read these instructions carefully. Fill in the form legibly.**

**1 APPLICANT'S PERSONAL AND STUDY INFORMATION**

|  |  |
| --- | --- |
| **1.1****Personal and contact information** | Surname (including former names) |
| First name(s) (including former names) |
| Date of birth | Place of birth | Finnish personal identity code |
| Nationality |
| Address |
| Postal code | City/town |
| Telephone | Email |
| **1.2****Higher education degree /Qualification / Studies** | **Degree 1** |
| Institution | Country |
| Degree title / qualification title |
| Major subject / discipline |
| Date of enrolment | Date on which the studies were completed |
| Nominal duration of studiesYears | Date on which the diploma was issued |
| Does the qualification include a dissertation / thesis? No Yes\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Does the qualification include practical training? No Yes \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Degree 2** |
| Institution | Country |
| Degree title / qualification title |
| Major subject / discipline |
| Date of enrolment | Date on which the studies were completed |
| Nominal duration of studiesYears | Date on which the diploma was issued |
| Does the qualification include a dissertation / thesis? No Yes\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Does the qualification include practical training? No Yes \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **1.3****Separate studies completed abroad that qualify for the pursuit of a profession**  | Title of the study module and date of completion |
| Institution | Country |
| **1.4****Study Module completed at a Finnish higher education institution** | Title and date of completion |
| Institution |

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1. **RECOGNITION OF THE LEVEL OF A HIGHER EDUCATION DEGREE**

|  |  |
| --- | --- |
|  | I am applying for recognition of a higher education degree completed abroad as comparable, in terms of level, to a higher education degree in Finland.The fee for this decision is €234. If a decision is also issued in accordance with section 3, no fee will be charged for a decision regarding the recognition of the level of a higher education degree. The Finnish National Agency for Education will charge a processing fee of €62 for cancelled applications. |
| I would like the decision in |  | Finnish |  | Swedish |
| **Signature** | I hereby certify that the information I have provided on this application and the enclosed appendices is true and accurate.If necessary, the Finnish National Agency for Education will verify the validity of the information provided (Administrative Procedure Act, section 31).Date Signature and name in print |

**3 ELIGIBILITY FOR A POSITION REQUIRING A CERTAIN QUALIFICATION**

|  |  |
| --- | --- |
|  | I am applying for eligibility for the position(s) I have specified in sections 3.1-3.12. The fee for a decision concerning a single eligibility is €353. The fee is increased by €122 for any additional eligibility (sections 3.1-3.12); however, the maximum surcharge is €244.The Finnish National Agency for Education will charge a processing fee of €62 for cancelled applications.I would like the decision in Finnish Swedish |
| **Signature** | I hereby certify that the information I have provided on this application and the enclosed appendices is true and accurate.If necessary, the Finnish National Agency for Education will verify the validity of the information provided (Administrative Procedure Act, section 31).Date Signature and name in print |
| **3.1****Class instruction** | Class instruction (primary school teacher teaching all subjects in grades 1–6) |
| **3.2****Subject instruction, instruction in vocational education and training, instruction in liberal adult education, teaching and positions that require certain studies in a teaching subject or teacher’s pedagogical studies** | Subject teacher in basic education. Subjects:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Subject teacher in general upper secondary education. Subjects: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Teacher in vocational education and training. Please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Teacher in liberal adult educationSubjects to be taught in basic or general upper secondary education: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Teacher’s pedagogical studies |
| **3.3 Special needs education and positions that require studies providing professional competence for special needs**  | Part-time special needs teacher in basic educationSpecial needs class teacherSpecial needs education in general upper secondary education (from 1.8.2019 onwards)Studies providing professional competence for special needs education Other eligibility for special needs education. Please specify. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **3.4Guidance counselling** | Guidance counselling in basic educationGuidance counselling in general upper secondary education and vocational education and training |
| **3.5 Other eligibility for teaching**  | Other eligibility for teaching. Please specify (see instructions, section 3.5):  |
| **3.6 Pre-primary education and positions of a teacher in ECEC** | Pre-primary educationTeacher in early childhood education and care  |
| **3.7 Positions of a social pedagogue in ECEC** | Social pedagogue (early childhood education and care) |
| **3.8 Positions of a special needs teacher in ECEC** | Special needs teacher (early childhood education and care) |
| **3.9 Positions of a childcarer in ECEC**  | Childcarer (early childhood education and care) |
| **3.10 Other eligibility for early childhood education and care**  | Other eligibility for early childhood education and care. Please specify:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **3.11 Eligibility for a position for which the Finnish degree Master of Laws is required** |  Recognition of studies completed abroad as comparable to Master of Laws degree completed in Finland |
| **3.12 Other eligibility** | Other eligibility. Please, specify:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **What is your professional competence in the country where the qualification was completed?** |

|  |  |
| --- | --- |
| **Professional experience** |  I have worked in the profession for which I am seeking eligibility. I have enclosed appendices that certify my professional  experience. (Recognition of professional qualifications completed by an EU/EEA citizen in an EU/EEA member state).  |
| **Knowledge, skills and competence gained through life-long learning** |  I have enclosed appendices that attest knowledge, skills and competence acquired through life-long learning.  (Recognition of professional qualifications completed by an EU/EEA citizen in an EU/EEA member state). |

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# INSTRUCTIONS FOR COMPLETING THE APPLICATION FORM

The numbering used below corresponds to the numbering on the application form.

The form is available in Finnish, Swedish and English. Choose the form in the language you would like to be contacted in by the Finnish National Agency for Education.

# 1 Applicant's personal and study information

* 1. **Personal and contact information**

Indicate your former surname or first names if they appear on any of your appendices.

**1.2 Higher education degree or studies**If you have completed multiple higher education degrees (e.g. a Bachelor's and a Master's degree), please provide information on all the degrees, including those completed in Finland.

Provide information on studies, other than those leading to a higher education degree, only if these studies have, in another EU/EEA member state[[1]](#footnote-1), lead to the professional qualification whose recognition you apply for in Finland.

* 1. **Separate studies completed abroad that qualify for the pursuit of a profession**Fill in if you apply for decision in section 3. Provide information on the study module, not included in the degree that you have completed abroad and for which you apply recognition as comparable to a Finnish study module (e.g. teacher's pedagogical studies).

# Study Module completed at a Finnish higher education institution

Fill in if you apply for a decision in section 3 and you have completed studies in Finland related to the eligibility you apply recognition for.

# 2 Recognition of the level of a higher education degree

Sign the application in section 2 if you apply for eligibility for a civil service post or a position for which the qualification requirements include a higher education degree of a certain level. In the decision, a higher education degree completed abroad may be recognised as comparable to a Bachelor's or Master's degree completed at a university or a university of applied sciences, a post-graduate Licentiate degree or a Doctor degree completed in Finland.

# Eligibility for a position requiring a certain qualification

Sign the application in section 3 and fill in sections 3.1 - 3.12 (where applicable) if you apply for eligibility for a regulated profession in Finland. A regulated profession refers to a position for which the national legislation specifies a certain educational qualification or certain studies as qualification requirements. A prerequisite for receiving a favourable decision is that in the country where the qualification was completed you are qualified for the same position as the one for which you apply eligibility in Finland.

For more information on decision-making concerning different professions and regulated professions in Finland is available on the Finnish National Agency for Education website www.oph.fi/recognition.

**3.2 Subject instruction, instruction in vocational education and training, instruction in liberal adult education, teaching and positions that require certain studies in a teaching subject or teacher’s pedagogical studies**

Specify the subject(s) you apply eligibility to teach or the position in vocational education and training for which you apply eligibility. Subject teacher’s eligibility can be recognised in subjects for which subject teacher training is provided in Finland. You do not need to tick the boxes for ‘*Subjects to be taught in basic or general upper secondary education*’ and ‘*Teacher’s pedagogical studies*’ if you apply for a decision on your eligibility for a position of a subject teacher, teacher in vocational education and training or teacher in liberal adult education.

You can apply for a decision on comparability of your studies to studies in a teaching subject if for instance your degree comprises major or minor studies in a subject that is taught in Finnish basic education or general upper secondary education, but you have not completed teacher training.

You can apply for a decision on recognition of your pedagogical studies as comparable to teacher’s pedagogical studies if you have completed teacher training abroad, but you have not completed studies in a subject that is taught in Finnish basic education or general upper secondary education.

**3.3 Special needs education and positions that require studies providing professional competence for special needs**

Choose which teacher position or positions in special needs education you apply eligibility for. You do not need to tick the box ‘*studies providing professional competence for special needs education*’ if you apply for eligibility to give part-time special needs education in basic education, special needs education in general upper secondary education or eligibility to work as a special needs class teacher. If you apply for eligibility as a special needs teacher in early childhood care and education, tick the box in section 3.8.

**3.5 Other eligibility for teaching**

Fill in this section if you apply for eligibility for a teaching position not mentioned in the application form and for which the eligibility requirement is a certain degree or studies, such as:

* teaching based on Steiner pedagogy
* pre-primary teaching based on Montessori pedagogy
* teaching in a language other than Finnish, Swedish or Sami

**3.10 Other eligibility for early childhood care and education**

Fill in this section if you apply for eligibility for another profession in early childhood care and education for which the eligibility requirement is a certain degree or studies, such as head of early education centre (päiväkodin johtaja) and positions of personnel at day care centres providing Steiner pedagogic ECEC (steinerpedagoginen varhaiskasvattaja).

**3.12 Other eligibility**

Fill in this section if you apply for eligibility for another profession, for which there are eligibility requirements specified in Finnish legislation. Such professions include fire and rescue services crew member, sub-officer and fire officer posts.

**Professional experience**

Fill in this section if you are an EU/EEA national and you apply for recognition of a professional qualification completed in another EU/EEA member state1 and you have attached to your application certificates of your work experience in the profession for which you apply eligibility.

**Knowledge, skills and competence gained through life-long learning**

Fill in this section if you are an EU/EEA national and you apply for recognition of a professional qualification completed in another EU/EEA member state1, and you have attached to your application proof of knowledge, skills and competence gained through life-long learning.

# APPENDICES TO THE APPLICATION

Enclose copies with the application in accordance with the following instructions: documents that are always required are indicated by an asterisk (\*). Documents may not be sent to the Finnish National Agency for Education for copying.

# \*Degree certificate, certificate for completion of a separate study module and/or evidence of professional qualifications

Enclose certificates of all your higher education degrees and/or professional qualifications with the application. If a degree certificate is issued in two different languages, such as the official language of the country and English, provide copies of both documents.

# \*Transcript, Diploma or Certificate Supplement, or other document specifying the content of studies

If you seek eligibility for a position, for which a certain degree or certain studies are required in Finland, appendices or other documents must specify the main content and scope of the units completed.

# \*Documentation on nationality

For example, a copy of the ID page of your passport or an extract from the Finnish population register.

# Official document verifying change of name

If you have changed your name, please provide an official document that verifies the change of name, such as an extract from the population register, a marriage certificate or an extract from the Population Information System in Finland, and a translation of the document, if necessary.

# Certificate of professional experience

If you have filled in section ‘*professional experience’*, enclose certificates of professional experience with the application. Contact information for the employer must be provided on the work certificate or on a separate document.

# Certificates of knowledge, skills and competence gained through life-long learning

If you have filled in section ‘*knowledge, skills and competence gained through life-long learning’* on this application, enclose certificates of knowledge, skills and competence that you have acquired through life-long learning, which have been formally verified by the relevant body.

# Official copies and original documents

Official copies of documents are not to be enclosed with the application - the Finnish National Agency for Education will request these separately, if necessary.

When rendering decisions in accordance with the Act on Eligibility Provided by Foreign Higher Education Studies for Public Posts in Finland, the Finnish National Agency for Education will, if necessary, request that the applicant submit the original document.

# Translations

Provide a translation of each document into Finnish, Swedish or English if the original document is in a language other than English, Estonian, French, Dutch, German, Spanish or one of the Nordic languages.

The translator must be an authorised translator in Finland or an official translator in the source country, working in the language pair in question. Translations done by the body that has issued the original document are also accepted.

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

# Supplementing application and processing time

The Finnish National Agency for Education sends you an email notification of the receipt of your application within one month of the date your application has arrived. The agency will also, if necessary, request that you supplement your application. The processing of your application begins when a fully completed and signed application form and all the necessary appendices are received.

The agency will contact you if a favourable decision cannot be issued in accordance with your application. The Finnish National Agency for Education issues decisions based on the Act on the Recognition of Professional Qualifications within four months of receiving all of the required documents. No maximum processing time has been set for other decisions.

Once the application is processed, the documents are kept in the Finnish National Agency for Education archive.

# FEES FOR DECISIONS AND PROCESSING

* Decision on the recognition of the level of a higher education degree €234
* Decision on eligibility for a position in Finland that requires a certain degree or certain studies €353. The fee is increased by €122 for any additional eligibility (*sections 3.1-3.12*); however, the maximum surcharge is €244.
* Processing fee for a cancelled application €62.

A decision on recognition of the level of a higher education degree (*section 2*) is free of charge, when issued together with a decision on eligibility for a certain position (*section 3*).

The decision will be posted to the applicant. An invoice will be sent separately to the same address as the decision. Neither the decision nor the invoice will be posted abroad.

The decision may be appealed against to an administrative court. Appeal instructions are included with the decision.

**Examples o**f **fees charged for decisions:**

# Fee for a decision on recognition of a degree completed abroad as comparable to a master’s degree completed at a Finnish university is €234.

# Fee for a decision on eligibility for the position of teacher in ECEC and teacher providing pre-primary education (*section 3.6*) €353. This fee includes a decision on the comparability of the level of a higher education degree to a degree completed in Finland.

# Fee for a decision on eligibility for the position of teacher in ECEC and teacher providing pre-primary education (*section 3.6*) and a decision on eligibility for the position of class teacher (*section 3.1*) is €475 (€353 + €122). This fee includes a decision on the comparability of the level of a higher education degree to a degree completed in Finland.

# SUBMITTING THE APPLICATION

**Send the application to**

Finnish National Agency for Education / Registry office
P.O. Box 380

00531 Helsinki, Finland

# Further information

[www.oph.fi/recognition](http://www.oph.fi/tutkintojentunnustaminen)
Email: recognition@oph.fi
Telephone: +358 (0)29 533 1000

Regulations: www.finlex.fi

1. EU/EEA member states are: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxemburg, Malta, the Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and the United Kingdom. In the recognition of professional qualifications, Switzerland is equal to the EU/EEA member states. [↑](#footnote-ref-1)