

Application for recognition of professional qualifications as a psychologist acquired abroad

How to fill in the form: See instructions on page 6. 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:			Last name:		
Previous name, if changed (enclose name change document or marriage certificate):					
Postal address:					
Postal code:		Town:		Country:	
Telephone number (daytime):		Other telephone number, if any:		E-mail:	

2. Organisation, institution, authority or employer submitting the application

Only fill in this section if somebody other than the qualification holder is requesting the assessment

Name of contact person:		Organisation/institution/authority/employer:	
Postal address:			
Postal code:		Town:	
Telephone:		E-mail:	

3. Purpose of the assessment

<input type="checkbox"/> Job → _____
Does a prior assessment of your education exist? <input type="checkbox"/> No <input type="checkbox"/> Yes → Enclose copy of prior assessment(s).
Do you need the assessment in Danish or English? (Tick 1 language only) <input type="checkbox"/> Danish <input type="checkbox"/> English

4. Primary and lower secondary education

Education received from age 5 to 16, approximately

1 School:	Title of certificate:
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Town:	Country:	Started year:
		Completed year:

2	School:	Title of certificate:	
	Town:	Country:	Started year:
			Completed year:

5. Upper secondary education

General secondary education giving access to higher education

Educational institution:		Address/web address/e-mail of institution:	
Town:	Country:		
Certificate:			Started year:
			Completed year:
Nominal length of programme (according to curriculum): _____ years and _____ months			

6. Higher education

Studies that normally require upper secondary education level or above

1	Educational institution:		Address/web address/e-mail of institution:	
	Town:	Country:		
Type of educational institution: <input type="checkbox"/> Public <input type="checkbox"/> Private <input type="checkbox"/> Private government approved institution				
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 conclude with a thesis, dissertation or other large project? <input type="checkbox"/> No <input type="checkbox"/> Yes → Title: _____ Number of pages: _____ Nominal duration: _____ months				
Does this education give you the competence to work within all areas of psychology or only within a specific area?				

Additional information:

2	Educational institution:		Address/web address/e-mail of institution:	
	Town:	Country:		
	Type of educational institution: <input type="checkbox"/> Public <input type="checkbox"/> Private <input type="checkbox"/> Private government approved institution			
	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 conclude with a thesis, dissertation or other large project? <input type="checkbox"/> No <input type="checkbox"/> Yes → Title: _____ Number of pages: _____ Nominal duration: _____ months			
	Does this education give you the competence to work within all areas of psychology or only within a specific area?			
Additional information:				

3	Educational institution:		Address/web address/e-mail of institution:	
	Town:	Country:		
	Type of educational institution: <input type="checkbox"/> Public <input type="checkbox"/> Private <input type="checkbox"/> Private government approved institution			
	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: _____
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Did the programme conclude with a thesis, dissertation or other large project?
 No Yes → Title: _____
Number of pages: _____ Nominal duration: _____ months

Does this education give you the competence to work within all areas of psychology or only within a specific area?

Additional information:

7. Work experience as a psychologist after graduation as a psychologist

Period of employment (from day-month-year/to day-month-year)	Name and address of the workplace	Type of work

8. The right to work as a psychologist in your home country/country of education

Are you fully qualified to work as a psychologist in your home country/country of education and do you have the right to work as a psychologist in your home country/country of education?

If yes, please enclose a confirmed copy of documentation for this from the relevant authority.

9. Additional information

10. Contact to authorities in the country of education

May the Danish Supervisory Board of Psychological Practice have relevant educational institutions and authorities in the country of education contacted for confirmation of the documentation of your education?

Yes No

If no, please explain why

11. Signature of the holder of the qualifications

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

I hereby 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 Supervisory Board of Psychological Practice assessing my qualifications.

Date and place

Signature

12. Have you remembered everything?

Before submitting the application, please make sure of the following:

- The application form is completed
- The application form is dated and signed
- Certified copies of the following original documents are enclosed:
 - Diploma(s)/certificate(s) in the original language for completed education in psychology
 - Transcript(s), mark sheets or similar list(s) in the original language of courses passed on the Bachelor/Master's Degree in psychology
 - Translation into English or Danish of diploma(s)/certificate(s) for completed education in psychology, if the documents are not in Danish, Swedish, Norwegian, English or German
 - Translation into English or Danish of transcript(s), mark sheets or similar list(s) of courses passed on the Bachelor/Master's Degree in psychology, if the documents are not in Danish, Swedish, Norwegian, English or German
 - Documentation for name, date of birth and nationality (such as relevant pages from pass port)
 - Documentation for change of name, e.g. marriage certificate, if any
 - Documentation that states that you are fully qualified to work as a psychologist in your home country/country of education and that you have the right to work as a psychologist in that country
 - Documentation for work experience after graduation as a psychologist, if any
 - Possible documentation for having worked as a psychologist for at least two years during the last ten years in your home country, if the profession as a psychologist is not regulated in your home country.

Further documentation which at this stage is not compulsory, but would be useful for the handling of the application and which may be requested later in the process:

- Description of courses passed and curriculum on the Bachelor/Master's Degree in psychology
 - Translation into English or Danish of description of courses passed and curriculum (could be resumes) on the Bachelor/Master's Degree in psychology, if not in Danish, Swedish, Norwegian, English or German.
- The copies you enclose are certified according to instructions – see page 6

Application instructions

How to apply

1. Fill in the application form. For further details please see below
2. Sign the form and add the date
3. Enclose all of the required documents (see next section)
4. Forward the application by e-mail to ast@ast.dk or ordinary mail to:

The Danish Supervisory Board of Psychological Practice
Ankestyrelsen Aalborg
7998 Statsservice
Denmark

You can also upload the application by using our secure online contact form:

<https://ast.dk/blanketter/kontakt-ankestyrelsen>

(The contact form is only available in Danish)

If the Danish Supervisory Board of Psychological Practice handles your application by applying EU regulations, you have the right to receive a decision within 3 months from the day on which the Board receives all of the required documents. In special cases this period may be extended to 4 months.

There are no specific time limits for the Boards handling of applications by applying national law. However, the Danish Supervisory Board of Psychological Practice will endeavour to reach a decision as soon as possible after having received all the necessary documentation from the applicant. You are welcome to contact the Board for information of expected processing time.

For more information please visit our web page www.ast.dk. You can also contact us by tel. +45 33 41 12 00 Mon-Fri 09.00-15.00 or E-mail: ast@ast.dk.

Documentation

To ensure a timely handling of your application it is important that you follow the documentation requirements below carefully.

Documents required

You must forward documentation for your name, date of birth and citizenship (such as copies of relevant pages of passport).

Furthermore you must forward certified copies of the following original documents:

- Diploma(s)/certificate(s) in the original language for completed education in psychology.
- Transcript(s), mark sheets or similar list(s) in the original language of courses passed in psychology. If no such transcript is available, please list in your own words the courses studied and passed.
- Translation into English or Danish of diploma(s)/certificate(s), transcript(s), mark sheets or list(s) of courses passed in psychology, if the documents are not in Danish, Norwegian, Swedish, English or German.
- If the name on any of the documents is different from the name you are currently using: Documentation for change of name, e.g. marriage certificate.
- Documentation for being fully qualified to work as a psychologist in your home country/country of education and for having obtained the right to work as a psychologist in that country.
- Documentation for work experience as a psychologist after graduation as a psychologist, if any.
- Possible documentation for having worked full time as a psychologist for at least 2 years in the last 10 years in your home country, if the profession as a psychologist is not regulated in your home country.

It would facilitate the handling of your application if you enclose a description of the courses passed as well as Curriculum or a resume of this.

If you have received an assessment of your qualifications earlier on either in this country or abroad, please enclose a copy of the assessment.

The Danish Board of Psychological Practice can request further documentation, if necessary, when handling the application.

The Danish Board of Psychological Practice may decide to report to the police the use of a false document.

Certified copies

Copies of the main original documents, such as diplomas/certificates, transcript(s), mark sheets or similar /list(s) of courses passed as well as copies of translations must be certified, i.e. an authority must have signed and stamped each copied page to confirm that the copies are identical with the documents that you have presented as original documents. The authority thereby confirms that the copies are true copies of original documents, but the authority does not attest to the authenticity of the original documents.

You can have the documents certified by the institution/authority which has issued the document. If you are living in another country than the country which has issued the document, you can have the copies certified by the embassy/consulate representing the country which has issued the document or a Danish embassy/consulate. If you live in Denmark you can have the documents certified by the embassy/consulate in Denmark representing the country which has issued the document. You can also have the documents certified by a Danish authority (municipality, jobcentre etc.). Individuals cannot certify documents.

If it is not possible to obtain confirmed copies of the essential documents you can either send the original documents to the Danish Supervisory Board of Psychological Practice or you can get the original documents confirmed at a personal meeting in the Board.

Original documents

The Danish Supervisory Board of Psychological Practice reserves the right to demand the submission of original documents. Original documents should be forwarded by registered mail.

Original documents will be returned to you by registered mail. You are also welcome to collect the documents yourself by prior arrangement with the Board.

Translations

Translations of diplomas/certificates, transcript(s), mark sheets or similar /list(s) of courses must be carried out by an authorised translator in this country or in your

home country/country of education, by the embassy/consulate of your home country, by a competent authority in your home country or by the educational institution or authority which has issued the document.

If the documents are not translated by an authorised translator, the translations must be confirmed by the embassy/consulate of your home country or by a public authority in your home country.

The Danish Board of Psychological Practice reserves the right to request translations of other documents such as short descriptions of each course or your curriculum. The Board also reserves the right to have the authenticity of a document confirmed by contacting the authority which has issued the document.

ID-documentation such as pages from a passport does not require translation.

If you have questions regarding translation you are welcome to contact the board.

Data processing

The Danish Board of Psychological Practice processes the information in your application electronically. Your personal data are only recorded in the Danish Board of Psychological Practice for the purpose of dealing with your application. In some cases, the board requests the Danish Agency for Universities and Internationalisation to make an assessment. In such cases the Agency may require an expert opinion from an educational institution. For these purposes, the Board may pass on your educational data to the Danish Agency for Universities and Internationalisation (and an educational institution).

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 mailbox/front door.

Telephone number (daytime): A phone number where you may be reached during the office hours of the Board.

E-mail: Please write legibly.

2. Organisation, institution, authority or employer submitting the application

Only fill in this section if somebody other than the qualification holder is submitting the application.

If you want another person to act on your behalf in connection with your application, you must give that person power of attorney to do so. The power of attorney must be in writing and should contain the following information concerning both you as well as the person to whom you give the power of attorney: Name, address, postal code and town, e-mail address, phone number, and civil registry number (if none: date of birth). The power of attorney must be dated and signed by you.

3. Purpose of the assessment

By stating that the purpose of your request for an assessment is to take up work as a psychologist the Danish Board of Psychological Practice will base the assessment of your application on the fact that you need the assessment in order to take up work as a psychologist in Denmark.

Language of the assessment: You can ask for the assessment to be written in *either* Danish or English. Normally, we will write the assessment in Danish in order to facilitate its use in the Danish labour market.

Former assessment: Tick "Yes" if you have received any written assessment or decision on recognition of your qualifications before, either from the Danish Agency for Universities and Internationalisation (previously CIRIUS) or from other bodies in Denmark or abroad. A copy of a possible previous assessment should be enclosed.

4. Primary and lower secondary education

Education received from age 5 to 16, approximately. This information makes it easier for us to assess your subsequent qualifications.

If you have completed more than two programmes of primary or lower secondary schooling, please write the additional information on a separate sheet of paper.

School: Please write the name of the educational institution in the original language using Latin letters (ABCD etc.).

Certificate: Please write the name of the certificate in the original language using Latin letters (ABCD etc.).

5. Upper secondary education

General education which can be entered after completing lower secondary education, i.e. after compulsory school, and which gives access to higher education. If you have completed more than one upper secondary programme, please write the additional information on a separate sheet of paper.

Educational institution: Please write the name of the educational institution in the original language using Latin letters (ABCD etc.).

Certificate: Please write the name of the certificate in the original language using Latin letters (ABCD etc.).

Nominal length of programme: How many years and months were officially required to complete the programme according to the curriculum?

6. Higher education

Candidate Degree (Master's Degree or equivalent degree) in psychology from a university or other higher institute of education. If you have a Bachelor and a Master's Degree you need to document both degrees. If you have a further degree in psychology (Ph.D./doctoral degree) please also forward documentation for this.

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?

7. Work experience as a psychologist

Enclose documentation for work experience as a psychologist after graduation as a psychologist, if any.

If the profession as a psychologist is not regulated in your home country and you have worked for at least two years during the last ten years, documentation for your work should be enclosed.

8. The right to work as a psychologist

Enclose documentation stating that you are fully qualified to work as a psychologist in your home country/country of education and that you have the right to work as a psychologist in that country (i.e. that you have not been deprived the right to work as a psychologist).

9. Additional information

Information about any other circumstances relevant to the assessment of your qualification, for example study periods completed at another institution.

10. Contact to authorities in the country of education

We ask you to accept that your educational institution or a relevant authority in the country where you obtained your qualifications may be contacted, in case confirmation of information about your education is necessary. If your answer is no, you must state the reasons why.

11. Signature of the qualifications holder

The holder of the qualifications must consent to the Danish Supervisory Board of Psychological Practice assessing his/her qualifications, by signing the application form. This applies even if somebody else is submitting the application.

12. Have you remembered everything?

Please tick the documents that you are including.