



Application for Recognition of Professional Qualifications as a Psychologist Acquired Abroad

How to fill in the form: See instructions on page 6-8. Please write legibly.

Please note, that you are allowed to work in Denmark without recognition of your qualifications, as long as you do not use the Danish title “psykolog”. Instead you can use the title on your diploma.

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. Power of Attorney

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. Language and Prior Assessment

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. 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? <input type="checkbox"/> Yes <input type="checkbox"/> No
If no, please explain why



5. Higher Education in Psychology

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? <input type="checkbox"/> No <input type="checkbox"/> Yes				
If no, which specific areas are you allowed to work in?				

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?
 No Yes → Title: _____
 Number of pages: _____ Nominal duration: _____ months

Does this education give you the competence to work within all areas of psychology? No Yes

If no, which specific areas are you allowed to work in?

3 Educational institution: _____ Address, web address, e-mail of institution: _____

Town: _____ Country: _____

Type of educational institution: Public Private Private government approved institution

Diploma/degree: _____ Specialisation/main fields of study: _____

Title: _____

Started month: _____ year: _____ Completed month: _____ year: _____ Full-time 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?
 No 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?
 No Yes → Title: _____
 Number of pages: _____ Nominal duration: _____ months

Does this education give you the competence to work within all areas of psychology? No Yes

If no, which specific areas are you allowed to work in?

6. Work Experience as a Psychologist after Graduation as a Psychologist

Enclose documentation for work experience as a psychologist after graduation as a psychologist, if any. The confirmation must state the period in which you have been employed, your weekly working hours, within which subject areas you have worked, and which work tasks you have performed in the employment. The documentation must be signed by the workplace.

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



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

7. 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 copy of documentation for this from the relevant authority.

8. 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
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9. Have You Remembered Everything?

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

- The application form is completed, signed and dated
- Copies of the following original documents are enclosed:
 - 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
 - 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
 - Course descriptions translated into English or Danish 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.
 - 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 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.



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. Upload the application via the secure online contact form: [Send application for recognition of your professional qualifications](#) or ordinary mail to:
The Danish Supervisory Board of Psychological Practice
Ankestyrelsen Aalborg
7998 Statsservice
Denmark

For more information please visit our web page [Professional qualifications as a psychologist from abroad](#). You can also contact us by tel. +45 33 41 12 00 Mon-Tue and Thu-Fri 09.00-15.00.

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 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.
- Course descriptions of the courses passed as well as Curriculum or a summary of this translated 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 you do not have the opportunity to submit the universities official subject descriptions, please prepare the subjects yourself. However, you must be aware that the subject descriptions must provide insight in-

to what the subject has contained and which themes that have been dealt with in connection with the teaching. We recommend that a subject description that you have prepared yourself is 10-15 sentences. Each subject must have added the module code number/title, which refer to module code number/title on the transcript.

If you submit existing subject descriptions, you must be aware that subject descriptions are from the period in which you studied. If we receive course descriptions that don't clearly state which period they cover, we require that the university in writing confirms that the descriptions cover your education.

- 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.

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.

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 or delivered in person.

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 translated in Denmark must be made or confirmed by one of the following:

- a translator who is certified by The Danish Association of Certified Translators and Interpreters,



- a translator who works for a municipal administration or other public authority on a regular basis
- the embassy/consulate of your home country.

Translations of diplomas/certificates, transcript(s), mark sheets or similar /list(s) of courses translated in the country of education must be carried out by one of the following:

- the institution that issued the document
- a public authority in the country of education, in the form of a legalised translation
- a translator approved by an authority in the country of education
- China: China Credentials Verification, in the form of a "credential report" in English
- a Danish consulate or embassy.

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 Higher Education and Science 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 Higher Education and Science (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. Power of Attorney

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. Language and Prior Assessment

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.

Prior assessment: Tick "Yes" if you have received any written assessment or decision on recognition of your qualifications before, either from the Danish Agency for Higher Education and Science (previously CIRIUS) or from other bodies in Denmark or abroad.

A copy of a possible previous assessment should be enclosed.

4. 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.

5. 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?

6. Work Experience as a Psychologist

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



The confirmation must state the period in which you have been employed, your weekly working hours, within which subject areas you have worked, and which work tasks you have performed in the employment. The documentation must be signed by the workplace.

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.

7. 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).

8. 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.

9. Have You Remembered Everything?

Please tick the documents that you are including.