



How to have your foreign
qualification assessed

**CIRIUS**

What can an assessment by CIRIUS be used for?

An assessment by CIRIUS is a brief statement saying what your foreign qualification corresponds to in Denmark: Which educational level and, if possible, which field of education.

You can use the assessment if you want to ...

Look for a job

An assessment makes your qualifications easier to understand for an employer.

Apply for admission to a study programme

The assessment shows whether your qualification has the overall level required.

Apply for membership of an unemployment fund

If a certain level is required, the assessment shows whether you have got it.

Clarify your opportunities

The assessment makes it easier to examine education and job opportunities.

Some jobs require authorisation

If your profession is subject to special regulation in Denmark, you should not ask for an assessment, but apply for authorisation. For example, this is the case for doctors, nurses, folkeskole and upper secondary school teachers, fishermen, radiographers, physiotherapists and pharmacists. Visit CIRIUS's website to see if your profession is regulated, which public authority is responsible, and how to apply: www.ciriuseronline.dk/authorisation

Admission to a study programme

- Check CIRIUS's website to see if your qualification gives access to higher education in Denmark: www.ciriuseronline.dk/entry.
- Contact a student counsellor at the educational institution concerned to ask whether you need to take any supplementary courses in order to be eligible.
- Read more about programmes and how to apply: www.studyindenmark.dk

How to obtain an assessment by CIRIUS

From application to assessment

1. You send the application form and documentation to CIRIUS.

2. CIRIUS examines the documentation.
You may be asked to provide further documentation.

3. CIRIUS makes an assessment of your qualification.
This normally takes 1-2 months from the time you send the application and the required documentation.

4. You receive an assessment letter.
If you want careers and educational guidance, you can take the assessment with you to the nearest guidance centre (*Studievalg*) or job centre.

Fill in CIRIUS's application form

Find the form at www.ciriusonline.dk/recognition or order it from CIRIUS.

Enclose copies of the following original documents:

- Diploma/certificate.
- Transcript or similar list of subjects passed.
- Translation of diploma/certificate and transcript, unless they are in Danish, Norwegian, Swedish, English, French or German. Translations must normally be carried out by a state-authorized translator and interpreter in Denmark, by the embassy/consulate of the country of origin, or by a Danish embassy/consulate.

- Documentation of change of name, e.g. marriage certificate, if any.
- Former assessments, if your qualification has been assessed before.

If possible, please also enclose copies of:

- Prior diploma/certificate.

You may be asked to provide further documentation.

Copies must be certified

Ask a municipal office, job centre, your educational institution or another public authority to certify your copies.

The application form gives more details about documentation requirements.

Useful web links

- CIRIUS's website provides information about assessment and recognition: www.ciriusonline.dk/recognition
- UddannelsesGuiden – the “Education Guide” – provides information about learning opportunities and professions: www.ug.dk
- Regional Guidance Centres – Studievalg – offer guidance on Danish higher education. Find their addresses at www.studievalg.dk

Please note

- You must have completed your qualification before CIRIUS can assess it. However, you can find previous assessments of many qualifications on CIRIUS's website.
- The assessment by CIRIUS is free of charge, but does not include translation of documents.

Contact CIRIUS

Tel.: (+45) 33 95 70 00 (Mon-Thur 0900-1600, Fri 0900-1530)

Email: anerkendelse@ciriusmail.dk

Post: CIRIUS, Fiolstræde 44, 1171 København K, Denmark

Visitors: You cannot call on CIRIUS in person, but you can hand in your application at CIRIUS's reception (2nd floor on the left).

CIRIUS is an authority within the Danish Ministry of Science, Technology and Innovation responsible for supporting the internationalisation of education and training in Denmark.