

Guide to the application form for general recognition of foreign higher education

When you apply for recognition to NOKUT, you should be aware that you apply for **general** recognition of foreign **higher** education. NOKUT can only recognize education which is officially accredited as higher education in the country of origin. If your education does not rank as higher education, you must contact the institution which is responsible for recognizing your type of education in Norway and ask for information on how to apply for recognition.

You can read more about other types of recognition or professional authorization and other recognizing bodies in Norway at: www.nokut.no > *Foreign Education* > *Applying for recognition* > *Who recognizes what?*

You must use the NOKUT application form when you apply to NOKUT for general recognition. It can either be downloaded from our web site: www.nokut.no > *Foreign Education*, or we can send the application form directly to you if you send your address to: postmottak@nokut.no

Due to the large influx of applications to NOKUT the processing will take approximately four months. When we receive your application, we either send you a letter of receipt confirming the successful registration of the application or a letter where we ask for more documentation. We only send you a receipt the first time we register your application and not on subsequent occasions. The result of the processing will be sent to you by ordinary mail.

A step-by-step guide to filling out the form:

A / Applicant's details

Name: Use your full name as it is entered in the municipal or the Norwegian national population register ("Folkeregisteret"), or in your passport. If you have changed your name, or if it is written differently in any of the documents, you must document this change with a copy of your marriage certificate, or with a certificate from the County Governor ("Fylkesmannen") or the Norwegian national population register. Please use the same mode of spelling of your name on all subsequent occasions.

"Fødselsnummer" is the 11-digit Norwegian national identity number. It comprises date of birth, six digits, and a five-digit Norwegian personal identity number. If you do not have the full national identity number, you may still apply, and then you should enter your date of birth (six digits) thus: DD.MM.YY.

You *must* answer whether you consent to NOKUT contacting your educational institution and/or national authorities.

B / Higher education

In this section please enter only the education that you want to have recognized. In the field "Name of Diploma" please write the name of the degree or qualification. Use the Latin alphabet if your language has a different script. (For documentation requirements, please see G. below.)

C / Other higher education

Please enter any other higher education that you do not seek to have recognized. It is important for NOKUT to get a comprehensive view of your educational history.

D / Primary and secondary school education

You *must* enter primary and secondary education in order to give NOKUT an overview of your education. By age we mean your age on graduation. We do not want documentation of primary school, but you *must* enclose attestation of secondary school education with a certified copy of the school leaving diploma. If you cannot produce this document, please give a brief explanation of why in section H / Additional information.

E / Relevant work experience

Please enter relevant work experience, from Norway or other countries. NOKUT only recognizes higher education, but information on work experience may assist NOKUT in the processing of your application.

F / Forwarding institution

Enter, if applicable, an institution which helps you with and forwards your application to NOKUT (e.g. a contact person in your municipality, in the introductory programme for immigrants, at a Norwegian language course institution, etc.). Leave this section open if you apply directly to NOKUT without an intermediary.

G / Enclosures

The responsibility for acquiring the necessary documentation rests entirely with the applicant.

Attestation of enclosures: All enclosures must be certified as true copies of the originals *on every page*. An official stamp with date and signature is required. In general, NOKUT accepts attestation by any Norwegian public administration agency (i.e. an educational institution, the police, a notary public, etc.), by a lawyer or translator, or by a certified copying agency. NOKUT can request that you present the original documents for verification, and from some countries we always demand original documents (cf. G.3 below). Copies of attested copies will not be accepted, and NOKUT may, if necessary, ask for additional attestation.

With the application form you *must* enclose certified copies of the below listed documents:

G.1 Verification of your identity (e.g. passport or attestation from the national population register).

G.2 If you have changed your name, or if it is written differently in any of the documents, this must be documented (cf. A.).

G.3 Educational documents in the original language:

- **Final diploma / degree certificate** (the official document from the educational institution which awards a degree or qualification on graduation). Please enclose documents from both secondary and higher education (cf. D.).
- **Transcript of academic records** which should specify the number of academic years, courses and/or subjects and examinations with marks.
In the case of some countries, we request transcripts of your academic record to be sent to NOKUT directly from educational institutions. Please find information on which countries it concerns and a dedicated transcript release form on our web site: www.nokut.no > *Foreign Education* < *Application form* < *Required document*
- In order to assess applications from some countries we must see **original documents** of diplomas and transcripts. Therefore we ask that the original documents be sent to NOKUT as registered mail together with the filled out application form. A more detailed information on which countries it concerns can also be found on our web site: www.nokut.no > *Foreign Education* < *Application form* < *Required document*.

G.4 Translations of the documents. All original documents which are not issued in either Norwegian, Swedish, Danish or English must be translated into one of these languages by a state authorized translator or a public interpretation service. Please attach the translations to their original language counterparts. Note that NOKUT does not return original translations (e.g. Russian documents confirmed by an *apostille*). Therefore, preferably send verified copies of the translations. You can find translators on the Norwegian language web site of the Norwegian Directorate of Immigration: www.udi.no, or on the web site of the Association of Government Authorized Translators in Norway: www.statsaut-translator.no > *Finn en translatør* > *Alle translatører*

G.5 If you have education from a European Union country, please enclose a Diploma Supplement.

You *must* complete sections A, B, D, G and I. NOKUT will not process your application if you do not fill out these compulsory sections. Please use a blue/black ink ballpoint or felt-tipped pen (do not use pencil), and do not forget to sign the form. Unsigned forms will be returned to the applicant. Submission of fraudulent documents may cause liability for criminal prosecution. Please send the complete form to:

NOKUT

P.O. Box 1708 Vika

N-0121 OSLO

(Please do not write the name of an individual executive officer on the envelope.)