

The Swedish National Agency for Education

Application for certification of teachers and preschool teachers with foreign diplomas

Read this before you start your application:

The application fee for the certification of teachers or preschool teachers is SEK 1,500. When we have received your application we will inform you about how to pay the application fee.

Your application must always contain the following documentation:

- Copies of your diploma and academic record /transcript. The documentation must show
 - that you have graduated as a teacher/preschool teacher/ leisure-time pedagogue/special needs teacher.
 - which courses you have taken, including grades, as well as the scope of those courses in terms of points/credits/hours or their equivalent.
 - if you have finished a thesis and if you have completed a teaching placement as part of your teacher's education.
 - Note that you are to send *copies* of you documentation with your application. Original documentation is to be sent only if we contact you personally and request it
- Translation of your diploma and academic record /transcript. The documents must be translated into Swedish or English by an authorised translator. No translation is required if the documents are originally issued in English or a Nordic language. Note that both translations and copies of the documents in the original language are to be sent.
- Documentation of your proficiency in the Swedish language - unless your mother tongue is Swedish, Danish, Faroese, Icelandic or Norwegian.
- Bear in mind that if you have changed your name, you must submit official documents where both names appear, for example an extract from the population register from the Swedish Tax Agency, an attested copy of your marriage certificate, or an evaluation (utlåtande) from the Swedish Council for Higher Education (UHR) where both names appear.
- If you have worked as a teacher or preschool teacher in Sweden or abroad you can, already at the time of application, send a work certificate from an education provider, head teacher or preschool head. Work experience can compensate for differences between your foreign education and a Swedish diploma of education for teachers or preschool teachers. You can download the template for the work certificate from www.skolverket.se/foreigndiploma. Contact information to the principal or department head must be up-to-date, as we may need to contact them.
- If you have university studies in addition to your teacher's education, or if you are born **on or before 1 July 1958** and have worked as a teacher in Sweden for **a minimum of four years before 1 July 2015**, and you wish to qualify in more types of school, subjects and school years, you may attach documentation for assessment. Forms are available at www.skolverket.se/komplettera

Kindly check through your application an extra time before submitting it to ensure all information is filled in correctly, and that all necessary documentation has been attached.

Please do not staple your papers together if you send them by post as loose papers will facilitate the processing of your application.

If your education is from the EU, EEA or Switzerland: in processing your application the National Agency for Education will assess whether your professional qualifications should be recognised.

1. Basic information (compulsory)

First name <i>If you have several first names, only state your given name.</i>	Previous first names (if applicable)
Surname	Previous surnames (if applicable)
Personal identity number (YYYYMMDD-NNNN) <i>If you do not have a Swedish personal identity number, write the co-ordination number (temporary personal identity number) you received from the Swedish Tax Agency and your date of birth.</i>	E-mail address <i>State the e-mail address by which we can always reach you, even if you change employment.</i>
Street address	C/o (if applicable)
Postal code	City/place
Country	Telephone number <i>State a number by which we may contact you during daytime.</i>

Mother tongue

State the language you first learnt as a child.

Swedish language proficiency

Tick at least one of the boxes. Does not apply to those whose mother tongue is Swedish, Danish, Faeroese, Icelandic or Norwegian.

Proficiency with a pass mark corresponding to the course Swedish 3 or Swedish as a second language 3 alternatively Swedish B or Swedish as a second language B.

A pass mark in education in Swedish for non-Nordic students organised by universities or colleges in Sweden which provides qualifications to study in Swedish at higher education level.

A pass mark in the Test in Swedish for University Studies (TISUS)

Proficiency of Swedish equivalent to the aforementioned options and have attached certificates for this.

Basic education

For how many years did you attend school before university or college?

In which country/countries?

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2. Information on your diploma (compulsory)

I want my foreign teaching title from my diploma of education for teachers to be stated on my certification.

Type of diploma

<p><i>You need to submit a degree certificate or diploma of completed teacher training and an academic record /transcript.</i></p> <p><input type="checkbox"/> Teachers diploma <input type="checkbox"/> Preschool teachers diploma <input type="checkbox"/> Leisure time pedagogue diploma</p>		
<p><input type="checkbox"/> I have a diploma as a teacher for special needs education or special needs educationalist (not just individual courses in special needs education).</p>		

Education 1

State the university or other higher education institution where you studied.	
City	State (if applicable)
Country	
State the duration of the education (number of years converted into full-time studies).	
In which year did the education start? (YYYY)	In which year did you graduate? (YYYY)
In which year did the education conclude? (YYYY)	<input type="checkbox"/> Teaching placement was a part of my education.

Education 2

If you have completed an additional education/degree you would like us to assess, please state the details beneath.

State the university or other higher education institution where you studied.	
City	State (if applicable)
Country	
State the duration of the education (number of years converted into full-time studies).	
In which year did the education start? (YYYY)	In which year did you graduate? (YYYY)
In which year did the education conclude? (YYYY)	<input type="checkbox"/> Teaching placement was a part of my education.

3. Experience of work as a teacher or preschool teacher

Submit a work certificate which verifies the information you state here below. You can find templates for the work certificate at www.skolverket.se/foregndiploma.

<p>In Sweden I have worked as a:</p> <p><input type="checkbox"/> Teacher</p> <p><input type="checkbox"/> Preschool teacher</p> <p><input type="checkbox"/> No experience</p>	<p>Outside Sweden I have worked as a:</p> <p><input type="checkbox"/> Teacher</p> <p><input type="checkbox"/> Preschool teacher</p> <p><input type="checkbox"/> No experience</p>
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4. Qualifications in addition to the diploma

You do **not** have to fill in this section if you are only applying for qualifications that are included in your diploma/degree as a teacher or preschool teacher. You may apply to supplement with additional qualifications beyond your degree/diploma as teacher or preschool if you

- Have completed other university studies in Sweden or abroad (for example, subject studies).
- **Are born on or before 1 of July 1958** and have a **minimum of four years' teaching experience in Sweden before 1 July 2015**, in a subject or in preschool.

If you wish to add further qualifications you must list below the subjects school years and school types you wish to pursue. You must also submit certification/attestation of your higher studies or your teaching experience.

Subject <small>List the subjects you wish to qualify in.</small>	School type <small>List the types of schooling you seek to qualify to teach in.</small>	School year <small>List the school years you wish to qualify in</small>	I want to qualify based on	
			Teaching experience	Supplementary university studies

5. Information from your country of education (compulsory)

In order to examine your application, we may sometimes need to contact authorities in the country in which you were educated. If you permit this, tick the box below and sign the Letter of Consent, Attachment 1 of this form. If you do not do so we may need to return and ask you for further supplementary documentation later.

- Yes, I consent to authorities in my country of education answering questions regarding my education.
- No, I do **NOT** consent to authorities in my country of education answering questions regarding my education.

6. Choose the submission method of your application (compulsory)

You need to solemnly declare that the information you are submitting in your application is true. In the event of suspicion that any of your documents have been forged, the Swedish National Agency for Education will conduct an investigation which may result in a police report.

Note that if you send your application by post you need to sign it, or your application may be rejected. If you send your application by e-mail you have to tick the box below regarding application by email, however you do not need to sign the application.

<input type="checkbox"/> I am sending the application by e-mail and I solemnly declare that the information in the application and attached documents is correct (no signature required).		
<input type="checkbox"/> I am sending the application by post. By means of my signature below I solemnly declare that the information in the application and attached documents is correct .		
Date	Location	Signature
Name in block letters		

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7. Submit your application with attached documents

E-post: **lleg.registrator@skolverket.se**

or

Brev: **Skolverket**
 Box 4002
 171 04 Solna

Personal data submitted in this application form is registered by the Swedish National Agency for Education in a case management system. If you are granted a certification, the data will be transferred to the Swedish National Agency for Education's register of certified and previously certified teachers and preschool teachers. The Swedish National Agency for Education's processing of information is regulated by the Ordinance (2011:268) on The Register for Teachers and Preschool Teachers, and the General Data Protection Regulation (EU) 2016/679. More information on the Swedish National Agency for Education's processing of personal data in cases of certification of teachers and preschool teachers is available on www.skolverket.se



**Brev om tillåtelse för Universitets- och högskolerådet att kontakta utbildningslandet
Letter of consent for the Swedish Council of Higher Education to contact the country of education.**

Med detta brev ger jag min tillåtelse till Universitets- och högskolerådet att kontakta lärosätet och/eller behöriga myndigheter i utbildningslandet för bekräftelse av de betygsdokument som jag bifogat min ansökan om lärarlegitimation.

I,(first and last name) give my consent to the Swedish Council for Higher Education, to contact the educational institution(s) and/or the competent authority in the country where I received my education, in order to verify my educational documents as part of the process for teaching certification.

Datum – Date

Underskrift – Signature

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Vänligen återsänd detta brev efter underskrift till Skolverket.

Please return the signed document to the Swedish National Agency for Education (Skolverket).



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Work certificate for teachers and preschool teachers

This certificate is to be used for work experience outside of Sweden, by applicants for teacher's or preschool teacher's license in Sweden. It is to be filled out and signed by a principal, head of preschool, head of responsible local authority or person in an equivalent or corresponding position. Please fill in all the information required. If any information is missing, we may contact you with questions or deny the teacher's application.

This certificate refers to:

Full name of teacher/preschool teacher:
Year and date of birth:

Teacher in primary school, lower and upper secondary school

Please state the period of time that the teacher taught a specific subject to a specific age group of students. If the teacher has taught the same subject in different levels of school, please state the different levels on separate lines with period of time for each level.

Subject ¹	Level of school ²	Age of the students ³	Period of time ⁴

¹ Subject: Please specify each subject the teacher has taught. State them both in English and in the language that is spoken at the school or in the country in question.

² Level of school: For example, compulsory, primary, lower secondary, upper secondary school.

³ Ages: Please state the approximate ages of the students/children, for example ages 7-10 or 16-18.

⁴ Period of time: Specify during which period of time the teacher has taught in each subject, specifying year and month from beginning to end in each line, for example January 2016-October 2018.



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Preschool teacher

Please state the person's employment period as a preschool teacher ⁵, specifying year and month from beginning to end:

Extent of employment

Has the person been employed as a teacher or preschool teacher at a minimum of 50 percent of a full time position, for at least one year?

- Yes.
 No, the employment has been _____ percent of a full time position.

Truth affirmation:

Information about the principal/head of preschool certifying the information above

Name of principal/head of preschool	Position and title
Official e-mail	Telephone number
Name of school/preschool unit	School or preschool's official website (if there is one)
Address to the school/preschool, line 1	Address to the school/preschool, line 2
Country (and state, if relevant)	

I hereby solemnly declare that the information submitted in this certificate is true:

Date	Signature of principal or head of preschool
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Room for the seal of the school or preschool (not required):

⁵ Please note that work as a child minder is not equivalent to work as a preschool teacher.