

Qualifications Recognition



APPLICATION FORM FOR RECOGNITION OF A FOREIGN QUALIFICATION

PLEASE READ THESE NOTES CAREFULLY BEFORE COMPLETING THE APPLICATION FORM*

INTRODUCTION

Qualifications Recognition is the Irish centre for the recognition of foreign qualifications. If you hold a foreign qualification and are progressing towards further study and/or employment in Ireland, Qualifications Recognition can assist you.

WHAT IS A FOREIGN QUALIFICATION?

A foreign qualification is a qualification which has been made by a recognised awarding body outside of Ireland.

WHAT INFORMATION DOES QUALIFICATIONS RECOGNITION PROVIDE?

Qualifications Recognition provides an information service that helps individuals compare their foreign qualifications with Irish qualifications. The service provides information regarding the foreign qualification held by you and compares the foreign qualification to a qualification that is placed at a particular level on the Irish National Framework of Qualifications (for more information on the NFQ please see www.nfq.ie).

HOW LONG DOES THE PROCESS TAKE?

In general, it takes 8 – 12 weeks to process an application for recognition of a foreign qualification.

HOW AM I NOTIFIED REGARDING THE COMPARABILITY OF MY QUALIFICATION?

Once comparability of your qualification has been established, you will receive written advice on the comparability of your qualification. Please note that the information provided is advisory in nature and is not legally binding.

The advice issued is based on current understandings of the comparability of awards. Comparability of awards may have to be re-examined in the future on the basis of changes and developments in national and international education and training systems and our knowledge thereof. In accordance with the retention policy of the

Authority applicants have nine months from the date of issue of this advice letter to query the advice contained therein, after which point the applicants' file will be deleted.

* PLEASE NOTE

All required documents must be submitted in order for an application to be processed. If you do not provide these documents, we will be unable to process your application and it will be returned to you.



HOW MUCH DOES IT COST?

The qualifications recognition service is offered free of charge. Please note that translation of documents is not included as part of the service.

NOTES ON COMPLETING SECTION 1 AND 3 OF THE APPLICATION FORM

Section 1 - required documentation

Please do not send original documentation, only photocopies will be accepted.

- Completed application form (attached)
- Certified* photocopy of the qualification (Degree, Diploma, Certificate etc.) in its original language
- An official translation of the qualification (Degree, Diploma, Certificate etc.) into English or Irish
- Certified* photocopy of your transcript/marks sheet/list of subjects passed in original language
- An official translation of transcript/ marks sheet/list of subjects passed
- Documentation in support of name change (if applicable) e.g. marriage certificate
- If you are applying for recognition of a postgraduate qualification, you must provide evidence regarding your undergraduate qualification

** A certified photocopy is a copy that has been signed and stamped by an authorised person such as a Justice of the Peace, a Notary Public, a lawyer or a solicitor etc. The authorised person needs to sign your copies stating that they are true and correct, print their name and position and if possible affix an official stamp.*

Section 3 - information regarding the qualification

Please provide as much information as possible in this section to enable us to deal with your application as soon as possible

DATA PROTECTION ACTS 1988 AND 2003

When your application form is received, we create a computer record in your name which contains the information you have supplied. This record is used solely in dealing with your application. Such information held on computer is subject to rights and obligations set out in the Data Protection Acts, 1988 and 2003. You are entitled under these Acts to obtain at any time, a copy of information about you which is kept on computer.

Certain items of information, not specific to any individual, are extracted from computer records for general statistics purposes.



APPLICATION FORM FOR RECOGNITION OF A FOREIGN QUALIFICATION

INCOMPLETE APPLICATIONS WILL BE RETURNED TO APPLICANT

PLEASE COMPLETE THIS APPLICATION FORM IN BLOCK CAPITALS, ATTACHING THE REQUIRED DOCUMENTATION AS OUTLINED BELOW, AND RETURN IT TO: QUALIFICATIONS RECOGNITION, NATIONAL QUALIFICATIONS AUTHORITY OF IRELAND, 5TH FLOOR, JERVIS HOUSE, JERVIS STREET, DUBLIN 1, IRELAND. IF YOU HAVE ANY FURTHER QUERIES PLEASE VISIT OUR WEBSITE (WWW.QUALREC.IE) OR TELEPHONE US AT (01) 8871500.

1. REQUIRED DOCUMENTATION

ENCLOSED

- | | | |
|----|--|--------------------------|
| A. | CERTIFIED* PHOTOCOPY OF THE QUALIFICATION (DEGREE, DIPLOMA, CERTIFICATE ETC.) IN ITS ORIGINAL LANGUAGE | <input type="checkbox"/> |
| B. | AN OFFICIAL TRANSLATION OF THE QUALIFICATION INTO ENGLISH OR IRISH (IF APPLICABLE) | <input type="checkbox"/> |
| C. | CERTIFIED* PHOTOCOPY OF TRANSCRIPT/MARK SHEETS/LIST OF SUBJECTS PASSED IN ORIGINAL LANGUAGE | <input type="checkbox"/> |
| D. | AN OFFICIAL TRANSLATION OF TRANSCRIPT/MARK SHEETS/LIST OF SUBJECTS PASSED | <input type="checkbox"/> |
| E. | DOCUMENTATION IN SUPPORT OF NAME CHANGE (IF APPLICABLE), E.G. MARRIAGE CERTIFICATE OR DEED POLL | <input type="checkbox"/> |
| F. | DOCUMENTATION REGARDING YOUR UNDERGRADUATE QUALIFICATION (IF APPLICABLE) | <input type="checkbox"/> |

* A certified photocopy is a copy that has been signed and stamped by an authorised person such as a Justice of the Peace, a Notary Public, a lawyer or a solicitor etc. The authorised person needs to sign your copies stating that they are true and correct, print their name and position and if possible affix an official stamp.

2. PERSONAL DETAILS

FIRSTNAME : SURNAME : TITLE : Mr Mrs Ms

PREVIOUS NAME, IF CHANGED (ENCLOSE DOCUMENTATION FOR CHANGE OF NAME) :

EMAIL ADDRESS:

POSTAL ADDRESS (STREET) :

(TOWN) :

(CITY) :

(COUNTRY) :

HOME TELEPHONE NUMBER :

MOBILE TELEPHONE NUMBER :

DATE OF BIRTH (DD/MM/YYYY) :

PLEASE SPECIFY THE REASON(S) WHY YOU ARE REQUESTING RECOGNITION OF YOUR QUALIFICATION :

3. INFORMATION REGARDING THE QUALIFICATION

NAME OF EDUCATION OR TRAINING INSTITUTION :

WEB ADDRESS AND E-MAIL ADDRESS :

POSTAL ADDRESS (STREET, CITY, COUNTRY) :

STATUS OF EDUCATIONAL INSTITUTION : PUBLIC PRIVATE AND STATE RECOGNISED PRIVATE

TITLE OF QUALIFICATION IN ORIGINAL LANGUAGE :

TITLE OF QUALIFICATION IN ENGLISH :

SPECIALISATION/MAIN FIELD OF STUDY :

DATES STARTED AND COMPLETED :

DD/MM/YYYY

UNTIL

DD/MM/YYYY

STUDY MODE :

FULL-TIME

PART-TIME

LENGTH OF PROGRAMME OF STUDY (ACCORDING TO CURRICULUM) :

YEAR QUALIFICATION WAS AWARDED :

NAME, PHONE NUMBER AND E-MAIL ADDRESS OF OFFICIAL AT INSTITUTE WHO CAN SUPPLY FURTHER DETAILS ABOUT THE COURSE OF STUDY :

4. INFORMATION ON THE AWARDING BODY (BODY WHICH AWARDED THE QUALIFICATION)

NAME OF AWARDING BODY :

WEB ADDRESS AND E-MAIL ADDRESS :

5. ADDITIONAL INFORMATION REGARDING THE QUALIFICATION

DID THE CURRICULUM INCLUDE A RESEARCH PAPER/THESIS?

Yes

No

IF YES, WHAT WAS THE AREA OF SPECIALISATION?

WHAT WAS THE TITLE OF THE PAPER/THESIS?

DURATION OF PAPER/THESIS WORK? (NUMBER OF WEEKS)

DID THE CURRICULUM INCLUDE A WORK EXPERIENCE COMPONENT?

Yes

No

IF YES, WHAT WAS THE DURATION OF THE WORK EXPERIENCE?

NAME AND ADDRESS OF THE WORKPLACE :

ANY FURTHER INFORMATION RELEVANT TO ESTABLISHING COMPARABILITY OF YOUR QUALIFICATION E.G. STUDY PERIODS AT ANOTHER INSTITUTION, CREDIT GRANTED ON THE BASIS OF ANOTHER AWARD ETC.

6. SIGNATURE OF THE HOLDER OF THE QUALIFICATION

I certify that the information stated in this application is correct and that the enclosed documents are authentic.

DATE :

SIGNATURE

WHERE DID YOU HEAR ABOUT QUALIFICATIONS RECOGNITION

DATA PROTECTION:

In order to process your application accurately it may be necessary to forward your details to a third party body in Ireland or abroad. In order to protect your personal information the Authority will ensure that data protection systems are in place in the receiving body.

I AGREE TO MY PERSONAL INFORMATION BEING SENT TO ANOTHER BODY: SIGNATURE

Qualifications Recognition

National Qualifications Authority of Ireland

5th Floor, Jervis House, Jervis Street, Dublin 1, Ireland

Phone: + 353 1 8871500

Fax: + 353 1 8871595

Email: info@qualrec.ie

www.qualrec.ie

www.nqai.ie