

Application for an educational background report

If you are not sure about the exact terms, please describe in your own words, as best you can.

Personal details

Danish civil registry number (if none, date of birth):

Nationality:

Gender:

☐ Female

☐ Male

First and middle names:

Last name:

Previous name, if changed (enclose documentation, e.g. marriage certificate):

Street address:

Any other address information (e.g. c/o name):

Postal code:

City:

Telephone number (daytime):

Other telephone number, if any:

Email:

Contact person

Is there a person (e.g. a person helping you fill in the form) that we may contact if we need further clarification of your information?

Name of contact person:

Name of institution/authority/company:

Street address:

Postal code:

City:

Telephone:

Email:

Purpose

What do you want to use the background report for?

Only tick one purpose (the most important one):

- ☐ Further education or training
- ☐ Job search
- ☐ Other purpose:

Documentation

If you have any documentation at all to support your information, please enclose it with the application.

What are you enclosing?

- ☐ Statement by your educational institution confirming that you have been a student there
- ☐ Statement from an employer
- ☐ Trade union membership card
- ☐ Transcript of (some of) the subjects you have passed
- ☐
- ☐
- ☐
- ☐
- ☐

Why are you unable to provide all of the necessary documentation?

Have you tried to get hold of the documentation?

- ☐ Yes
- ☐ No

If yes: Which attempts have you made to get hold of the documentation?

If no: Why have you not tried?

Residence in Denmark

What year did you leave the country where you studied?

What year did you come to Denmark?

Education

Name of qualification/programme of education:

Name of educational institution:

City:

Country:

Start (year):

End (year):

Did you complete all of the programme?

☐ Yes

☐ No

How many years did you go to school before starting on the programme?

What were the entry requirements for the programme?

E.g. certificate, admission exam.

What was the official length of the programme?

How many years, weeks or semesters?

Subject field and content of the programme

Please describe the subject field(s) of the programme:

Please describe the most important subjects:

Did the programme include practical, laboratory or workshop training?

☐ Yes

☐ No

If yes:

Was it compulsory?

☐ Yes

☐ No

At which point in the programme did it take place?

How long did it last?

Was it divided into periods?

☐ Yes

☐ No

Where did it take place?

Which assignments were part of it?

Did you submit a thesis, dissertation or other major written assignment/project?

☐ Yes

☐ No

If yes:

Was it a final assignment/project?

☐ Yes

☐ No

How many pages was it?

How many weeks was the official duration of your work on the assignment/project?

Please give a short description of the assignment/project:

Purpose of the programme

Did completion of the programme give access to further education?

☐ Yes

☐ No

Was the programme aimed at employment in a particular line of work?

☐ Yes

☐ No

If yes:

Which occupation/profession?

Work experience

Information about your work experience will not be included in the background report, but it helps create a clear picture of your educational background.

Have you worked in your field after the end of your studies/training?

☐ Yes

☐ No

If yes, please write when and where you were employed and what were your job functions.

Work experience 1

Period of employment:

Workplace:

Job functions:

Work experience 2

Period of employment:

Workplace:

Job functions:

Work experience 3

Period of employment:

Workplace:

Job functions:

Work experience 4

Period of employment:

Workplace:

Job functions:

Work experience 5

Period of employment:

Workplace:

Job functions:

Work experience 6

Period of employment:

Workplace:

Job functions:

Inquiries in the country of education

Is the Danish Agency for Higher Education and Science allowed to make inquiries in your country of education in order to verify your information?

☐ Yes

☐ No

Signature

The qualification holder must sign the form even if somebody else is submitting the application.

I certify that the information given in this application is correct and that any enclosures are authentic documents relating to me.

I consent to the Danish Agency for Higher Education and Science writing a background report on my educational qualifications.

Date and place:

Signature:
