

## **Instructions for drawing up an application for the recognition of a professional qualification completed abroad**

Please follow the instructions below when drawing up an application to assess whether the studies and qualifications you have completed abroad qualify for a church post in the Evangelical Lutheran Church of Finland.

Before submitting your application, contact an expert of the National Church Council. You can find the name of the expert in connection with the post on the page [evl.fi/tutkintopaatokset](http://evl.fi/tutkintopaatokset) (in Finnish).

The application must be in Finnish, Swedish or English.

The application is addressed in writing or by e-mail to the National Church Council at:

**Address:**

National Church Council, Registry  
P.O. Box 210  
00131 Helsinki, Finland

**Email address:** [kirkkohallitus@evl.fi](mailto:kirkkohallitus@evl.fi)

- In order to recognise your professional competence, only the qualification is assessed, i.e. whether the qualification you have completed meets the requirements laid down in the degree decision. You can find the degree decisions for posts at [evl.fi/tutkintopaatokset](http://evl.fi/tutkintopaatokset) (in Finnish)
- Before sending the application, you can assess whether your degree corresponds to the degree level laid down in the decision of the National Church Council or Bishops' Conference and the content of the studies required in the decision.

- The application must include a certified copy of the diploma issued by the higher education institution or university and a report on the studies included in it and their scope (e.g. transcript of records).
- The application must include a reliable account of the amount of work required for the credit point system used in it (e.g. 1 Credit Point = x hours or, for example, ECTS credits in accordance with the European Credit Transfer and Accumulation System). This is necessary in order to assess the scope of a degree completed abroad in relation to the valid qualification regulations and the credit points used in them.
- The assessment of professional competence and any decision on recognition are made on the basis of certificates issued by the higher education institution or university. If you have completed other suitable studies or parish traineeships as part of or outside the degree, you should provide sufficient information on these. Although suitable work experience is not usually relevant for the recognition of a qualification, you may also attach a certificate for it.
- The National Church Council makes the final decision on the basis of the preparations made by the Bishops' Conference. The case is resolved within 4 months of the submission of the application. Information on the decision will be sent within two weeks to the address indicated in the application.