

Required attachments

Required documents must be attached to the online application by 30 January 2020 at 15.00 Finnish time. (NB. The online application itself must be submitted by 23 January 2020 at 15.00 Finnish time.) Attach the documents as PDF-, JPG- or PNG-files. If the same document verifies more than one of the issues specified on the application form, attach the same document to each relevant request for attachment on the online application.

After submitting the application, you will receive a confirmation email. The message will contain a link with which you can modify your application during the application period. Through the link you can e.g. add and/or delete attachments to your application by 30 January 2020 at 15.00 Finnish time.

If you are asked for additional documents after 30 January 2020, the requested document(s) must be submitted by other means, e.g. as an email attachment, to the Admission Services / Student Services of the Professional Teacher Education institution in question.

If you are unable to attach the documents to your online application, submit copies of your documents to the Admission Services / Student Services of your first-choice Professional Teacher Education institution and number the documents according to the attachment numbering shown below.

Degree on which the application is based (attachment 1)

1) A copy of the degree certificate and, 2) if the degree certificate has been awarded in some other language than Finnish, Swedish or English, a copy of the official translation of the degree certificate into one of these languages, and, 3) if necessary, a copy of the official decision on recognition.

- The certificate must indicate the title of the degree, major subject/orientation, year of completion, the scope of the degree and the name of the educational institution which awarded it.
- Attach also a copy of the transcript of study records with the certificate.

Decision on recognition (attachment 2)

Attach a decision by the Finnish National Agency for Education (EDUFI) or the Finnish Ministry of Education on the recognition of the degree in the following cases:

- You have completed the degree on which your eligibility is based outside the Nordic countries (Finland, Sweden, Norway, Denmark and Iceland).
- You have completed your tertiary level degree outside Finland in another Nordic country and
 - the degree belongs to the field of social services and health, and/or
 - based on the degree, you are seeking qualification as a so-called general subject teacher, and/or
 - the degree is less than three years in scope, and/or
 - you are not a citizen of any of the Nordic countries.

Further clarification by the educational institution (attachment 3)

If your application is *not* based on a tertiary level degree completed in a university/University of Applied Sciences and you have been employed as a teacher of vocational subjects in vocational education, [further clarification by the educational institution](#) must be attached with the application documents.

Work experience required for eligibility (attachment 4)

Copies of work certificates, which verify the work experience required for eligibility.

- Copies should be provided of all work certificates which enable the applicant's eligibility to be verified.
- The work certificate must indicate the employer, a description of the main tasks performed, and the duration of the employment.
- Applicants who have worked irregularly for a few hours or one day at a time for a particular employer should ask the employer to combine all the relevant information in one document, which should be attached to the online application with the work certificates.
- Applicants who are or have been entrepreneurs must attach a document verifying that they are/have been insured by YEL or MYEL (pension insurance providers for entrepreneurs) or e.g. a transcript from the chamber of commerce. **In addition**, the applicants must include a description of their business activities, which answers the following questions:
 - ✓ When have your business activities started (and ended)?
 - ✓ Have you employed yourself on a full- or part-time basis? Include a clarification of your working hours for part-time entrepreneurship.
 - ✓ What is / was the field of operation of your business?
 - ✓ What are / were your main tasks in the business?

Other completed degrees (attachment 5)

A copy of the degree certificate.

- If the degree certificate has been awarded in some other language than Finnish, Swedish or English, a copy of the official translation of the degree certificate into one of these languages.
- The certificate must indicate the title of the degree, year of completion, the scope of the degree and the name of the educational institution which awarded it.
- Attach also a copy of the transcript of study records with the certificate.

Basic studies in educational sciences (attachment 6)

A copy of the certificate

- Basic studies completed in educational sciences, adult pedagogy, special pedagogy or vocational pedagogy (25 ECTS/cr / 15 cu) completed according

to the degree regulations of a Finnish university, or basic studies in educational sciences completed according to the regulations of a Vocational Teacher Education institution in Finland.

Further education since 1 January 2013 (attachment 7)

A copy of the certificate or a transcript of study records

- If the certificate does not state the scope of the studies, a separate document estimating the scope of the completed studies must be obtained from the education provider concerned.

Teaching experience from official educational institutions (attachment 8)

Copies of work certificates and copies of working hours plans

- The work certificate must indicate the employer, a description of the teaching duties performed, and the duration of the teaching assignment.
- The work certificate must specify the working hours used for teaching during a specific time period in calculable form.
- The teaching assignment (topic/field/course/study unit) must be clearly described in the certificate.
- A working hours plan is needed in particular if you are not acting as a full-time teacher.
- Applicants who have worked irregularly for a few hours or one day at a time for a particular employer should ask the employer to combine all the relevant information in one document, which should be attached to the online application with the work certificates.

Teaching experience from vocational education since 1 January 2018 (attachment 9)

Copies of work certificates and copies of working hours plans

- The work certificate must indicate the employer, a description of the teaching duties performed, and the duration of the teaching assignment.
- The work certificate must specify the working hours used for teaching during a specific time period in calculable form.
- The teaching assignment (topic/field/course/study unit) must be clearly described in the certificate.
- A working hours plan is needed in particular if you are not acting as a full-time teacher.
- Applicants who have worked irregularly for a few hours or one day at a time for a particular employer should ask the employer to combine all the relevant information in one document, which should be attached to the online application with the work certificates.

Condition for employment (attachment 10)

A copy of the employment contract.