**European Qualifications Passport for Refugees**

**QUESTIONNAIRE**

Thank you for participating in the project “European Qualifications Passport for Refugees”. The aim of this project is to evaluate qualifications of refugees, even for those who cannot fully document their qualification.

**Please take your time to carefully and clearly fill in this questionnaire.**

If the questionnaire is accepted, in the following weeks you will be contacted to take an **interview** with a team of credential evaluators.

The interview itself takes between 45 minutes to one hour, after which a decision on whether or not to issue the document is made. If the decision is positive, the **European Qualifications Passport for Refugees** is issued in your name and is valid for five years from the date of issue.

**The European Qualifications Passport for Refugees** is a document providing an assessment of higher education qualifications based on available documentation and a structured interview. It also presents information on your work experience, language proficiency and provides reliable information for integration and progression towards employment and admission to further studies.

Please make sure you:

* **WRITE CLEARLY**
* **GIVE AS MUCH DETAILED INFORMATION AS POSSIBLE**
* **ATTACH ANY DOCUMENTATION RELEVANT FOR EVALUATING YOUR QUALIFICATION**

**(degree certificate, transcript of records, graduation diploma, language or other relevant certificates, student ID, thesis / research work, CV etc.)**

Once you have completed the questionnaire, please send it to:

**refugees.qualifications@coe.int**

**PLEASE NOTE THAT WE MIGHT CONTACT YOU FOR MORE INFORMATION.**

**IN SOME CASES, THE INTERVIEW MIGHT BE CONDUCTED USING SKYPE.**

For more information, please visit:

<http://www.coe.int/eqpr>

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| **Questionnaire to be completed by the participants in the pilot project*****PLEASE WRITE CLEARLY USING CAPITAL LETTERS*** |
| **1. PERSONAL INFORMATION** |
| Last name:  | PHOTO |
| First and middle name:  |  |
| Date of birth: |
| Place of birth: |
| Father’s name: |
| Mother’s name: |
| Nationality: |
| Gender: |
| Asylum service card number (where applicable):  |
| Any previous names: |
| ***PLEASE REMEMBER TO ATTACH PROOF OF NAME CHANGE, IF APPLICABLE******PLEASE SEND A COPY OF YOUR ASYLUM CARD*** |
| **2. CONTACT INFORMATION** |
| Street address: |
| Postcode: |
| Place and Country: |
| E-mail address:***WE WILL CONTACT YOU BY EMAIL*** |
| Phone number: |
| Other means of contact (Whatsapp, Viber, Facebook etc.): |
| **3. LANGUAGE SKILLS** |
| Have you studied / had exams in English? |  YES |  NO |
| The courses were taught in English:  |  YES  |  NO |
| I have TOEFL/IELTS or other English test certificate: |  YES |  NO |
| I have English exam from Upper Secondary School:  |  YES  |  NO |
| Other English education: |    |
| Do you participate in a language course now? |  YES |  NO |
| If yes, at which level? |  |
| What is your native language? |  |
| What other languages do you speak? |  |
| What other languages do you write? |  |
| ***PLEASE REMEMBER TO ATTACH COPY OF LANGUAGE PROFICIENCY TEST, IF APPLICABLE*** |
| **4. WHAT LEVEL OF EDUCATIOIN DO YOU HAVE? Please indicate below** |
| **Primary education** | **Secondary education** | **4.1 Upper-Secondary education (High School)** | **4.2 Professional (non-university) education** | **4.3 Higher education (university) degree** |
| **NB: If this is your highest level of education, please contact** **refugees.qualifications@coe.int** **for more information** | **If this is your highest level of education, please fill in the part 4.1** | **If this is your highest level of education, please fill in the part 4.2** | **If this is your highest level of education, please fill in the part 4.3** |
| **4. 1 Upper-Secondary as highest achieved qualification** **(only if you indicated Upper-Secondary as your highest level of education)** |
| **4.1.1 General Information About Your Upper-Secondary Education** |
| Period of study: year started – year completed: |  |
| Name of the certificate: |  |
| School, educational institution: |  |
| Place and country: |  |
| **4.1.2 Scope and Level**  |
| Nominal length of study:  |  |
| Have you completed the programme within the normal time? |  YES  |  NO   |
| Explanation of any delay or interruption of education: |  |
| What was the entrance requirement for this education? |  |
| Does this education give access to further study in the country where the qualification was earned? |  |
| Was this education compulsory? |  YES   |  NO  |
| What was the language of instruction? |  |
| How old were you when you took this education? (from year – to year) |  |
| Did you have to choose a stream?If so, what stream did you choose? |  |
| Could you apply to university / higher education with this qualification? |  |
| **4.1.3 Subjects**  |
| **Please provide the list of the subjects you studied during this study****YOU NEED TO COMPLETE PART 4.1.3 EVEN IF YOU HAVE SUBMITTED YOUR TRANSCRIPT** |
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| **4.1.4 Exams** |
| **Please provide the list of the final exams you took** **YOU NEED TO COMPLETE PART 4.1.4 EVEN IF YOU HAVE SUBMITTED YOUR CERTIFICATE** |

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| **44.1.5 Average mark**  |
| **Please provide the information about your average mark** **YOU NEED TO COMPLETE PART 4.1.5 EVEN IF YOU HAVE SUBMITTED YOUR CERTIFICATE** |

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| **4. 2 Professional (non-university) education****(only if you indicated Professional education as your highest level of education –****if you have a university degree, please proceed to 4.3)** |
| **4.2.1 General Information About Your Upper-Secondary Education** |
| Period of study: year started – year completed: |  |
| Name of the certificate: |  |
| Name of school, educational institution: |  |
| Place and country: |  |
| **4.2.2 Scope and Level**  |
| Nominal length of study:  |  |
| Have you completed the programme within the normal time? |  YES  |  NO   |
| Explanation of any delay or interruption of education: |  |
| What was the entrance requirement for this education? |  |
| What was the language of instruction? |  |
| How old were you when you took this education? (from year – to year) |  |
| Did you have practical training during this study? Please indicate the place and name of the organization where you had you practical training |  |
| What kind of qualification did you earn at the end of you studies? |  |
| What are the possible fields of application of your qualification? Where and in which capacity you can work in the country where your qualification is obtained? |  |
| Could you apply to university / higher education with this qualification? |  |
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| **4.2.3 Subjects**  |
| **Please provide the list of the subjects you studied during this study****YOU NEED TO COMPLETE PART 4.2.3 EVEN IF YOU HAVE SUBMITTED YOUR TRANSCRIPT** |
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| **4.2.4 Exams** |
| **Please provide the list of the final exams you took** **YOU NEED TO COMPLETE PART 4.2.4 EVEN IF YOU HAVE SUBMITTED YOUR CERTIFICATE** |

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| **44.2.5 Average mark**  |
| **Please provide the information about your average mark** **YOU NEED TO COMPLETE PART 4.2.5 EVEN IF YOU HAVE SUBMITTED YOUR CERTIFICATE** |

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| **4.3 Higher education (university) degree4. 1 Upper-Secondary as highest achieved qualification (only if you indicated Upper-Secondary as your highest level of education)** |
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| **4.3.1 General Information about your Higher education (university) degree** |
|  |
| Period of study: year started – year completed: |  |
| Name of the awarded degree: |  |
| Educational institution, university: |  |
| Place and country: |  |
| **4.3.2 Scope and Level**  |
| Nominal length of study:  |  |
| Have you completed the programme within the normal time? |  YES  |  NO   |
| Explanation of any delay or interruption of education: |  |
| What was the entrance requirement for this education? |  |
| Does this education give access to further study in the country where the qualification was earned? |  |
| Did you study full time or part time?  |  Full time   |  Part time  |
| What was the language of instruction? |  |
| **4.3.3 Please state the purpose of your education:** |
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| **4.3.4 Specialization** |
| Did you have a specialization? |  |
| Was this education aimed at working within a particular profession? If so, which one? |   |

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| **4.3.5 Practice** |
| Did your study include a job practice component? |
|  YES ***If the answer is YES, please answer the next question*** |  NO ***If the answer is NO, please continue to 4.6.*** |
| Was job practice a mandatory component of the education? |
|  YES  |  NO  |
| Where did you have your job practice? |  |
| Tasks? |  |
| In which period of the education? |  |
| Duration of the job practice: |  |
| **4.3.6 Thesis** |
| Did your degree include a thesis/project component?  |
|  YES ***Please answer the questions below if you wrote a thesis*** ***or worked with the project*** |  NO ***If the answer is NO, please continue to 4.7.*** |
| Title of the thesis/project: |  |
| Nominal length of study given to work with the thesis/ project: |  |
| Number of pages:  |  |
| Please give a short description of the thesis’ or project’s contents:  |  |
| **4.3.7 Reconstruction of the Course Descriptions** |
| **Please give as detailed description of the courses in your education as possible.** **You are to choose TWO IMPORTANT SUBJECTS FROM EACH SCHOOL YEAR (e.g.: if you have studied for four years, you are to describe eight subjects). Each subject gets one page. Please use extra paper if you need to.****YOU NEED TO COMPLETE PART 4.3.7. EVEN IF YOU HAVE SUBMITTED YOUR TRANSCRIPT** |
| **1st school year** |
| **SUBJECT NO. 1** |
| Name of course / subject: |  |
| Textbook (if you remember): |  |
| Which school year/semester did you take this subject? |  |
| Was this subject a part of your specialization?  |  |
| Please give a description of what you learned about in this course (**min. 300 characters**): |
|  |
| **1st school year** |
| **SUBJECT NO. 2** |
| Name of course / subject: |  |
| Textbook (if you remember): |  |
| Which school year/semester did you take this subject? |  |
| Was this subject a part of your specialization?  |  |
| Please give a description of what you learned about in this course (**min. 300 characters**): |
|  |
| **2nd school year** |
| **SUBJECT NO. 1** |
| Name of course / subject: |  |
| Textbook (if you remember): |  |
| Which school year/semester did you take this subject? |  |
| Was this subject a part of your specialization?  |  |
| Please give a description of what you learned about in this course (**min. 300 characters**): |
|  |
| **2nd school year** |
| **SUBJECT NO. 2** |
| Name of course / subject: |  |
| Textbook (if you remember): |  |
| Which school year/semester did you take this subject? |  |
| Was this subject a part of your specialization?  |  |
| Please give a description of what you learned about in this course (**min. 300 characters**): |
|  |
| **3rd school year** |
| **SUBJECT NO. 1** |
| Name of course / subject: |  |
| Textbook (if you remember): |  |
| Which school year/semester did you take this subject? |  |
| Was this subject a part of your specialization?  |  |
| Please give a description of what you learned about in this course (**min. 300 characters**): |
|  |
| **3rd school year** |
| **SUBJECT NO. 2** |
| Name of course / subject: |  |
| Textbook (if you remember): |  |
| Which school year/semester did you take this subject? |  |
| Was this subject a part of your specialization?  |  |
| Please give a description of what you learned about in this course (**min. 300 characters**): |
|  |
| **4th school year** |
| **SUBJECT NO. 1** |
| Name of course / subject: |  |
| Textbook (if you remember): |  |
| Which school year/semester did you take this subject? |  |
| Was this subject a part of your specialization?  |  |
| Please give a description of what you learned about in this course (**min. 300 characters**): |
|  |
| **4th school year** |
| **SUBJECT NO. 2** |
| Name of course / subject: |  |
| Textbook (if you remember): |  |
| Which school year/semester did you take this subject? |  |
| Was this subject a part of your specialization?  |  |
| Please give a description of what you learned about in this course (**min. 300 characters**): |
|  |
| ***WHERE POSSIBLE PLEASE ATTACH RELEVANT DOCUMENTS******(thesis / research work, bibliographies, student ID card etc.)*** |
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| **5. YOUR EDUCATION HISTORY** |

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| **Pre-Primary education** |
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| Name of school: |  |
| Name of the Certificate: |  |
| Length of program: |  |
| Age of entry: |  |
| Age of exit: |  |
| Year of entry: |  |
| Year of exit: |  |
| Finished (YES / NO) : |  |
|  |
| **Primary education** |
|  |
| Name of school: |  |
| Name of the Certificate: |  |
| Length of program: |  |
| Age of entry: |  |
| Age of exit: |  |
| Year of entry: |  |
| Year of exit: |  |
| Finished (YES / NO) : |  |
|  |
| **Secondary education** |
|  |
| Name of school: |  |
| Name of the Certificate: |  |
| Length of program: |  |
| Age of entry: |  |
| Age of exit: |  |
| Year of entry: |  |
| Year of exit: |  |
| Finished (YES / NO) : |  |
|  |
| **Vocational education** |
|  |
| Name of school: |  |
| Name of the Certificate: |  |
| Length of program: |  |
| Age of entry: |  |
| Age of exit: |  |
| Year of entry: |  |
| Year of exit: |  |
| Finished (YES / NO) : |  |
|  |
| **Higher education** |
|  |
| Name of school: |  |
| Name of the Certificate: |  |
| Length of program: |  |
| Age of entry: |  |
| Age of exit: |  |
| Year of entry: |  |
| Year of exit: |  |
| Finished (YES / NO) : |  |

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| **6. WORK EXPERIENCE** |
| Have you had work experience after you finished your education? YES NO |
| ***Please answer the questions below if you have had work experience*** |
| **Period of work,** **year started –year finished** | **Employer, country** | **Position, tasks** | **In what way could you make use of your education?** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  Have you had membership in a profession organization?  YES  NO  |
| ***Please send your CV and copies of documentation of your work experience, if you have it*** |
| **7. FURTHER EDUCATION** |
| Have you completed any further education /courses? YES  NO |
| No. | Period of Study | Institution / Organization | Qualification, subject area | Place, country |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |

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| **8. OTHER RELEVANT INFORMATION** |
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| **9. SIGNATURE** |
| **I have read and understood the leaflet including information related to the project on the "European Qualifications Passport for Refugees" and I consent in the use of my data for the purposes of this project.****I agree that the Council of Europe will contact me again to evaluate the results of the EQPR project. For that purpose the Council of Europe may keep a record of my contact details and of the EQPR document.****Furthermore, I confirm that the information I have given in this questionnaire and enclosures is correct.** |
| Place: | Date: | Please write your name in CAPITAL LETTERS: |

 **SIGNATURE:**

**Once you have completed the questionnaire, please send it to:**

**refugees.qualifications@coe.int**