



FREQUENTLY ASKED QUESTIONS (FAQ)

Division Higher Education, 07.05.2019

Is the EDK responsible for the recognition of my qualification?

The General Secretariat of the EDK is authorized to recognize foreign qualifications in the following fields:

- Teaching (kindergarten, primary school, secondary school, baccalaureate schools).
- Special education (early childhood special needs education / special needs education in schools).
- Speech therapy and psychomotor therapy.

If your professional activity does not fall into one of these categories, the General Secretariat of the EDK is not responsible for the recognition of your qualification. In this case we recommend that you get in touch with the Swiss Contact Point for the Recognition of Professional Qualifications, which is part of SERI, at the State Secretariat for Education, Research and Innovation (SERI).

[SERI](#), [email](#), Tel: +41 31 322 28 26

If you hold a teaching qualification for professional schools you should also contact [SERI](#).

What do I need to do to have my foreign qualification recognized?

The relevant forms and information on how to proceed can be found [here](#).

What conditions must be fulfilled for the General Secretariat of the EDK to be able to examine my application?

An application for recognition can only be examined if the qualification in question has been issued by the State or a State-recognised body and authorises full and unrestricted practice of the profession in the country of origin.

Examples for teaching qualifications

- France: "Titularisation" as "professeur des écoles", "professeur certifié" or "professeur agrégé"
- Germany: (Zweite) Staatsprüfung für ein Lehramt
- UK: Qualified Teacher Status (QTS) and Induction Period
- Romania: Definitivat
- USA/Australia/Canada: Teaching License, Teacher's Certificate and Teaching Certificate

The General Secretariat of the EDK does not test acquired knowledge. If the qualification does not entitle the holder to practice the profession in the country of origin without restriction, the application for recognition will be rejected.

Can I finish my teacher training in Switzerland?

If you wish to finish your teacher training in Switzerland, please get in touch with a [training college](#) yourself. They will inform you of the extent to which your prior training will count towards your qualification.

Can I finish my special education teacher training in Switzerland?

If you wish to finish your special education teacher training in Switzerland, please get in touch with a [training college](#) yourself. They will inform you of the extent to which your prior training will count towards your qualification.

Will my qualification be recognized?

We are unable to provide you with information as to the likelihood of future recognition of your qualification. Equivalence exams are conducted on an individual basis (e.g. academic transcript).

Are there fixed deadlines for submitting applications?

No. The EDK reviews applications on an ongoing basis, they may be submitted at any time.

Can qualifications issued in non-EU States also be examined?

Yes. Those holding qualifications from non-EU member States may also apply to have them examined for recognition in Switzerland.

In which domains can I apply for recognition?

Teaching qualifications: you may apply for recognition for the school levels and subjects for which you have acquired full and unrestricted teaching qualifications for state-run/public schools in your country of origin. However, the form only allows you to select subjects taught in Switzerland as part of the regular education curriculum. Other subjects may not be recognised.

Qualifications in the field of special needs education, speech therapy and psychomotor therapy:

you can apply for recognition of professional accreditations associated with qualifications which enable you to practice the corresponding profession in your country of origin without restriction.

What do I need to do to apply for recognition?

Applications for recognition must be submitted in writing by post. It is not possible to submit the application by email. Please see the information provided on this subject in the application form on the [Foreign Qualification Recognition](#) page.

What is a certified copy and where can I get one?

A certified copy is a photocopy of the original document bearing the stamp and signature of the public officer on the copy itself, certifying that the copy matches the original document in every respect and has not been altered. You can have one established by the local authority in your municipality of residence in Switzerland, or by a Notary Public.

You must submit the original of this certified copy (official stamp and signature on the copy itself), a copy of it will not suffice.

What is a certified translation?

A certified translation must be done by an official translation agency. You must either provide us with the original certified translation or a certified copy of this translation.

What language skills are required?

If you are not a native French, German or Italian speaker, you must, in principle, include a language diploma with your application referring to the Common European Framework of Reference for Languages (CEFR), in one of these three languages. Further information on the language diploma can be found in the [Factsheet: Language Requirements](#).

How long will the process take?

There are specific time guidelines in place; fast-tracking is not available. In accordance with the applicable European Directive, the process for EU member State qualifications is generally completed within four months of receipt of a complete application pack. For qualifications obtained in third countries, this period may be considerably longer.

How does the recognition process work?

After receiving the recognition application by post, a preliminary check is performed to make sure the application pack is complete. A receipt is then sent to the applicant by post or e-mail. If documents are missing, they are requested at the same time, the case then remains pending until these documents are received, as long as they are received within the time limit. If the application pack is complete, it is sent to the Committee of Experts for examination. Decisions are communicated by post as soon as the examination is complete.

How should I send any additional documents requested to the EDK?

Please gather the requested documents together and send them to the EDK by post within the specified time frame.

Required documents must always be submitted to the EDK within two years of filing the application. However, for some documents the time limit is 30 days. The procedure will be closed if these deadlines are not met.

What are the possible decisions?

The procedure may result in the following decisions:

- The qualification is recognized in its own right or after taking into account professional experience, prior training or continuing education.
- The diploma can only be recognized if compensation measures are taken.
- The application for recognition is rejected.

Will I have to take compensation measures for my qualification to be recognised?

This question cannot be answered until your qualification has been exhaustively examined for equivalence.

On which regulations and documents is the examination process based?

[Directive 2005/36 / EC of the European Parliament and of the Council of 7 September 2005 on the recognition of professional qualifications](#)

[Règlement du 27 octobre 2006 concernant la reconnaissance des diplômes de fin d'études étrangers](#)

[Règlement du 10 juin 1999 concernant la reconnaissance des diplômes de hautes écoles pour les enseignantes et enseignants des degrés préscolaire et primaire](#)

[Règlement du 26 août 1999 concernant la reconnaissance des diplômes de hautes écoles pour les enseignantes et enseignants du degré secondaire I](#)

[Règlement du 4 juin 1998 concernant la reconnaissance des diplômes d'enseignement pour les écoles de maturité](#)

[Règlement du 12 juin 2008 concernant la reconnaissance des diplômes dans le domaine de la pédagogie spécialisée \(orientation éducation précoce spécialisée et orientation enseignement spécialisé\)](#)

[Règlement du 3 novembre 2000 concernant la reconnaissance des diplômes de hautes écoles de logopédie et des diplômes de hautes écoles de psychomotricité](#)

[Reglement über die Anerkennung ausländischer Ausbildungsabschlüsse vom 27. Oktober 2006](#)

[Reglement über die Anerkennung von Hochschuldiplomen für Lehrkräfte der Vorschulstufe und der Primarstufe vom 10. Juni 1999](#)

[Reglement über die Anerkennung von Hochschuldiplomen für Lehrkräfte der Sekundarstufe I vom 26. August 1999](#)

[Reglement über die Anerkennung der Lehrdiplome für Maturitätsschulen vom 4. Juni 1998](#)

[Reglement über die Anerkennung der Diplome im Bereich der Sonderpädagogik \(Vertiefungsrichtung Heilpädagogische Früherziehung und Vertiefungsrichtung Schulische Heilpädagogik\) vom 12. Juni 2008](#)

[Reglement über die Anerkennung der Hochschuldiplome in Logopädie und der Hochschuldiplome in Psychomotoriktherapie vom 3. November 2000](#)