

LETTER OF AUTHORIZATION

The Norwegian Directorate for Higher Education and Skills (HK-dir) is an executive agency for the Norwegian Ministry of Education and Research. HK-dir is responsible for processing applications for recognition of foreign qualifications from higher education, vocational education and training and recognition of professional qualifications for teachers in schools and kindergartens under the Higher Education Act ([§ 3-4](#)), Tertiary Vocational Education Act ([§ 7](#)), Education Act ([§ 3-4 a](#)), regulations to the Education Act ([§ 14-6](#)) and regulations to the Kindergarten Act ([§ 3](#)).

The purpose of this Letter of Authorization is to enable HK-dir to access information from foreign educational institutions and authorities which is necessary to verify the information and documents you have submitted in your application for recognition of your foreign qualification, cf. the Public Administration Act ([§ 17](#)). To ensure a valid verification, it is essential that the information is received directly from the educational institution or authority.

BY SIGNING THIS LETTER OF AUTHORIZATION, I hereby authorize HK-dir to contact educational institution(s) and/or authorities in the country/countries where I received my education and retrieve any information deemed necessary by HK-dir for verification of the information and documents provided in my application.

FIRST NAME, MIDDLE NAME AND SURNAME (please use CAPITAL LETTERS):	
DATE OF BIRTH (DD.MM.YYYY):	
DATE, PLACE:	SIGNATURE:
Please note that failure to authorize HK-dir to retrieve such information may lead to the application being rejected (in part or in full).	

Information on HK-dir's processing of personal data retrieved by use of this Letter of Authorization

Any personal data retrieved by HK-dir through the use of this Letter of Authorization will be subject to the Norwegian Personal Data Act, and Regulation (EU) 2016/679 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (General Data Protection Regulation, GDPR), cf. GDPR art. 4 (1). HK-dir will have the role and responsibilities as 'controller' of such personal data, cf. GDPR art. 4 (7).

The legal basis for HK-dir's processing of such personal data is GDPR art. 6 (1), letter (e), with supporting legal basis in the Higher Education Act (§ 3-4), the Tertiary Vocational Education Act (§ 7), the Education Act (§ 3-4 a), regulations to the Education Act (§ 14-6), regulations to the Kindergarten Act (§ 3) and the Public Administration Act (§ 17).

The purpose of HK-dir's processing of such personal data is to ensure that information provided in applications for recognition of foreign qualifications from higher education and vocational education, foreign education and vocational training qualifications and professional qualifications in schools and kindergartens may be verified. If you wish to exercise your rights to control our processing of your data or have any questions regarding how HK-dir processes your personal data, please contact our Data Protection Officer (personvernombud@hkdir.no).