

Professional experience, professional internship, military service and maternity/paternity leave - what should I be aware of when I fill in the section?

Please note

Examine the educational institution's website to see requirements for hours and the length of employment. There may be different demands to the different education- and training places.

Beware of the 12 month rule: The educational institutions can only assess quota 2 activities for a total period of 12 months. You must specify the entire duration of each activity.

You can use an employer's declaration to document your employment. If you can not get an employer's declaration, check the educational institution's website for other types of documentation, they accept.

Examine the requirements and deadlines for documentation via the link in the application 'See requirements for documentation on the educational institutions site's own website'.

How to fill in the section(s) 'Professional experience, professional internship, military service and maternity/paternity leave'

- Click the pencil to the far right to fill in the blanks
- Fill in the blanks to note which institution/organization and type of activity
- Under 'From' select the date you started the activity
- Under 'To' select the date you ended the activity
 - If you are still in the process and do not know the end date, leave the blank empty
- Write your average weekly working hours under the 'Weekly working hours' field
- Write the number of months the activity lasted
 - If you are still in the process, write the number of months until the start of the study
- Click the check mark when you have completed this section
- Click the + (plus-icon) that appears to add more activities if relevant
- Click 'Add Attachments' at the bottom of the page to upload documentation for your activities
 - You can also upload documentation later on the 'Attachments' tab.