

# UGANDA BUSINESS AND TECHNICAL EXAMINATIONS BOARD

Website: <https://ubteb.go.ug/>  
Email: [ubtebcommunications@gmail.com](mailto:ubtebcommunications@gmail.com)  
Telephone: : +256 414 289786



Plot 7 Valley Drive,  
Ntinda.  
P.O.Box 1499,  
Kampala-Uganda

## Application for Verification of Results / Award Documents

*This form must only be filled by the UBTEB student / graduate whose results / documents are to be verified.*

### 1. Third party information (Where Applicable)

Company/Third party name:	
Contact name:	
Contact email address:	

### 2. Student /Graduate information

Candidates will only be contacted if the application is incomplete and we require further details. Verification of results outcomes will only be sent to the third party stated above unless otherwise instructed by the applicant.

Student/ graduate's Name (As it appeared on the Award Document)	
Student/ graduate's registration Number (As it appeared on the Award Document)	
Student / graduate's E-mail address	
I give my consent for UBTEB to provide my examinations results and other related record held by them to the third party stated above (Please Tick the box) <input type="checkbox"/>	
Student / Graduate's Signature	
Date (DD/MM/YYYY)	

### 3. Confirmation of Recipient

The result of this verification should be sent to (Please Tick the appropriate box below)	
Applicant <input type="checkbox"/>	Third party <input type="checkbox"/>

### 4. Payment details

The fee per document that you wish UBTEB to verify is **UShs 3,000** (For academic/ employment purpose) and **UShs 250,000** (for Political reasons). **This excludes banking Charges.** UBTEB cannot accept payment by cash. The service fee should be paid into UBTEB Bank account details below.

**Account name:** Uganda Business and Technical Examinations Board (UBTEB)

**Account Number:** 9030005776596

**Bank:** Stanbic Bank

**Branch:** Metro Branch.

**Please remember to attach a scanned copy of original payment slip together with this form when submitting to UBTEB.**

### 5. Submitting / Returning the form

**By E-mail:** Fully completed application form for Verifications of award documents/ results together with relevant attachments should be returned to UBTEB through electronic mail at [ubtebcommunications@gmail.com](mailto:ubtebcommunications@gmail.com) with **VR – (Student/ graduate registration Number)** indicated on the E-mail Subject Line.