



**THIS FORM MUST BE SUBMITTED  
WITH FIVE COPIES OF ALL  
SUPPORTING DOCUMENTS**

## UGANDA BUSINESS AND TECHNICAL EXAMINATIONS BOARD (UBTEB)

### Application for Recognition and Equating of Foreign Qualifications

#### **Section A: Applicants Personal Information:**

Full Name of Applicant (*As it appears on the qualifications document*):

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Gender: Male  Female  Date of Birth (DD/MM/YY):..... Nationality: .....

#### **Section B: Institution to Which the Equated Qualifications is to be addressed:**

- i. Name of Institution: .....
- ii. Country: ..... District/Province: .....
- iii. Street Name: ..... Plot No: .....
- iv. Post Box No: ..... Town/City/Municipality: .....
- v. Mobile Phone No:...../ ..... Email: .....
- vi. Specific Office(r) to Address the Equated Qualification Document to:  
.....
- vii. Purpose for which recognition and equating is sought:  
.....

#### **Section C: Comparability Statements:**

<b>Important fields to Consider</b>	<b>Explanations to Required information</b>	<b>Please fill the required information in the respective field and rows below</b>
Title of Foreign Qualification Award	In the field on the right, please write the exact name/ title of the foreign qualifications you intend to be equated as it appears on your award document. Eg; <i>National Certificate in Automotive Engineering.</i>	
Title of Foreign Qualification Award in English	If the name/ title of the foreign qualifications you intend to be equated is not in English, please Translate the document and write the Translated title in the field on the right.	
Type of Education	State the level of your qualifications; eg. Three	

(State if qualification is a Short Course or Normal professional course)	years Polytechnic Certificate, One year national Certificate, Two Years National Certificate, One year Diploma, Two years Diploma, etc	
Entry level qualification	State the qualification level in which you used to join the course for the qualification presently in question.	
Recognised Education Institutions	State whether the Awarding institutions of the foreign qualification is nationally recognised by the relevant authority in the country of origin.	
Duration / length of the programme	State the duration of the course in years; if you took longer than the normal duration to obtain the present qualification in question, please indicate the extra years in parenthesis, eg. 2(1).	
Country of Award	This refers to the country of origin in which the foreign qualification was awarded.	
Credit Type	This refers to the credit system used in the country of origin to grade the qualification in question. Eg. CGPA, Distinctions, Credits, Pass, etc	
Credit Value /Graduation / Course load	State the total credits (graduation load) associated with the foreign qualification in the country of origin. This may give an indication of the typical work load associated with the qualification.	
National Qualifications Framework level in Country of Origin	If applicable, please state the level of the foreign qualification on the qualifications framework in the country of origin. Eg; SANQL1,	
Mode of Course Delivery	Specify if the qualification in question was obtained by following a Full time, Part time /Correspondence /Online course.	
Assessment /Examination Body	Specify if the qualification in question was awarded by a national examination, institution's or regional examining body in the country of origin	

Applicant's Identity	Provide details of the identity documents ( <i>National ID, Birth Certificate, School ID, etc.</i> ) you will provide to support your qualifications document.	
Equivalent Qualifications Framework Level	Please give information on how the qualifications framework of the country of origin compares to the Uganda Vocational Qualifications Framework (UVQF).	

**Section D: Attachments**

Please provide **five (05) copies** as attachments, **of each** of the following documents;

- i.** Photocopies of foreign qualifications document to be equated,
- ii.** Photocopies of Birth Certificate
- iii.** A valid Identification documents (Driving License, Passport, National ID, School/Institutional ID),

**NOTE:** *For academic documents without grading system/ criteria, a letter from the Embassy and or examining / awarding institutions giving details of the mode of assessments and grading; i.e. Formative/Summative assessment must be provided.*

**Section E: Declaration**

*I, the undersigned applicant, hereby apply for recognition and equating of my qualification within the context of the Ugandan BTVET educational qualifications framework and now declare that;*

- i.** *The information provided by me on this application form is correct to the best of my knowledge and belief.*
- ii.** *I fully understand the legal implication of what I have stated above (and attached here with) and as such I do accept any legal consequences that may arise out of what I have stated/provided on this form.*

.....  
**Signature of Applicant:**                      **Place**                      **Date**                      **Time**