

NATIONAL ACCREDITATION COUNCIL OF GUYANA

REQUIREMENTS FOR PROCESSING APPLICATION FOR ASSESSMENT OF EQUIVALENCY

Application Form

1. Application forms must be uplifted from the Secretariat of the National Accreditation Council, 109 Barima Avenue. Forms must be accurately completed in its entirety.

Fees

2. Applicants are required to pay a non-refundable processing fee of GYD \$3000 (Please note that for every other additional qualification AN ADDITIONAL CHARGE OF \$2,000.00 DOLLARS WOULD BE CHARGED) which must accompany the completed application form. Fees should be paid by a Manager's cheque payable to the National Accreditation Council or to Account number 001036805012 at GUYANA BANK FOR TRADE AND INDUSTRY LTD.

Processing Time

3. NAC will process the application in a minimum of three weeks. The time of processing commences when all of the required documents (INCLUDING TRANSCRIPT) and other information would have been received by the National Accreditation Council.

Required Documents

4. Applicants are asked to present the following original documents when making the submission
 - Valid form of identification
 - Original certificate(s)
 - Deed poll or marriage certificate if a change of name applies
 - Translation of Documents to English if a foreign language applies

Please note that the applicant should attach **a copy** of all documents to the application form.

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5. Additionally, applicants are required to request an official transcript from the institution which awarded the qualification to be sent directly to-

**The Executive Director
National Accreditation Council of Guyana
109 Barima Avenue, Bel-Air Park
Georgetown,
Guyana.**

Tel: 225-9526 / 225-7662

PS. Any instance of falsification of information will be referred to the Criminal Investigation Department, Guyana Police Force.