



## The National Accreditation Council of Guyana

### RECOGNITION AND EQUIVALENCY OF QUALIFICATIONS

#### Terms and Conditions for Processing an Application for Recognition and Equivalency of Qualifications

**Equivalency** is an evaluation to determine the status, level and comparability of different programmes of study. The **Equivalency of Qualifications** is the process of formally establishing as to whether two or more qualifications are equal or deemed to be equal or comparable in value.

#### APPLICATION FORM

An application form can be uplifted from the Secretariat of the National Accreditation Council (NAC), 109 Barima Avenue, Bel Air Park Georgetown or downloaded from its website at [www.nac.gov.gy](http://www.nac.gov.gy). A form must be accurately completed in its entirety and submitted with the relevant supporting documents for EACH qualification. ONE qualification/award shall be processed as ONE application and an applicant shall pay a separate fee for EACH qualification/award.

**Multiple applications on one form shall not be entertained.**

#### FEES

Individuals applying for a Statement on Recognition or Recognition and Equivalency, are required to pay a processing fee of GYD\$5,000.

Institutions/Organisations applying for a Statement on Recognition are required to pay a processing fee of GYD \$60,000.

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, Water Street Branch.

#### PROCESSING TIME

NAC will process the application in a minimum of three weeks or fifteen (15) working days. The time of processing commences when all of the required documents and other information would have been received by the Council. Should the Council require additional time to process the application, the applicant will be informed accordingly.



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### **RECOGNITION AND EQUIVALENCY OF QUALIFICATIONS**

#### **REQUIRED DOCUMENTS**

Applicants are asked to present the following original documents and notarised/certified copies (where applicable) when making an application submission:

- Valid form of identification for applicant and proxy (if used)
- Original certificate/award
- Academic Transcript (Official)
- Deed poll or marriage certificate if a change of name applies
- Deposit slip from payment transaction
- Official translation of documents to English, if written in a foreign language, from a translating agency recognised by the Council such as, Embassies and certified translators.

Additionally, applicants are required to request an official transcript from the institution which awarded the qualification. The Council reserve the right to request any additional information directly from the institution(s) the student attended or to consult with the institution(s) for any pertinent information - that may assist in the processing of the application. The applicant shall bear the cost of such activities where incurred and information shall be sent directly to:

**The Executive Director  
National Accreditation Council of Guyana  
109 Barima Avenue  
Georgetown  
Guyana**

For further information and clarifications before starting the application process, please contact the Council at:

**Tel: (592) 223-7901/ 225-8360/ 225-9526/ 225-7662**

**PLEASE NOTE THAT ANY INSTANCE OF FALSIFICATION OF INFORMATION WILL BE REFERRED TO THE CRIMINAL INVESTIGATION DEPARTMENT, GUYANA POLICE FORCE.**