

Recognition of Business, Technical and Vocational Training Certificates

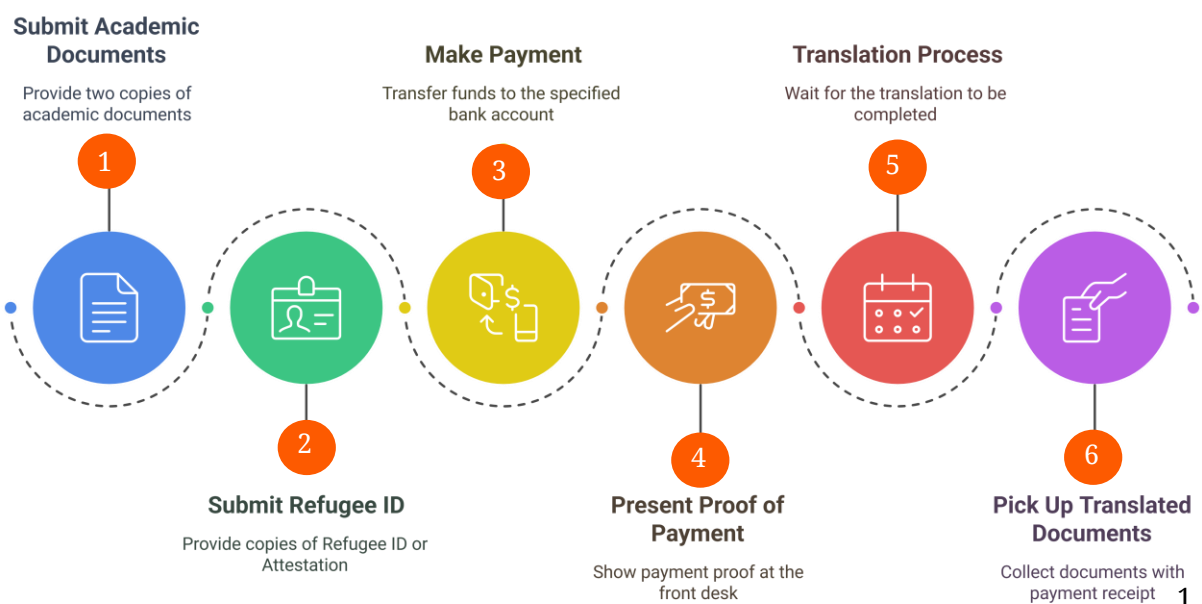
This guide provides an overview of the steps required to obtain the recognition of Junior and National Business, Technical and Vocational Training (BTVET) Certificates in Uganda.

Background: This document outlines the procedures for translating and equating academic documents for individuals, particularly refugees, seeking recognition of their qualifications in Uganda. It details the steps involved, requirements, and associated costs, ensuring that applicants are well-informed about the process to facilitate their integration into the Ugandan education system and job market.

Step 1: Translate the academic document into English

All translation is carried out at the Makerere University Institute of Languages. This step is required for all documents that are not in English.

Translation of Education Certificates and Transcripts



Procedures for Translation of Education Certificates and Transcripts:

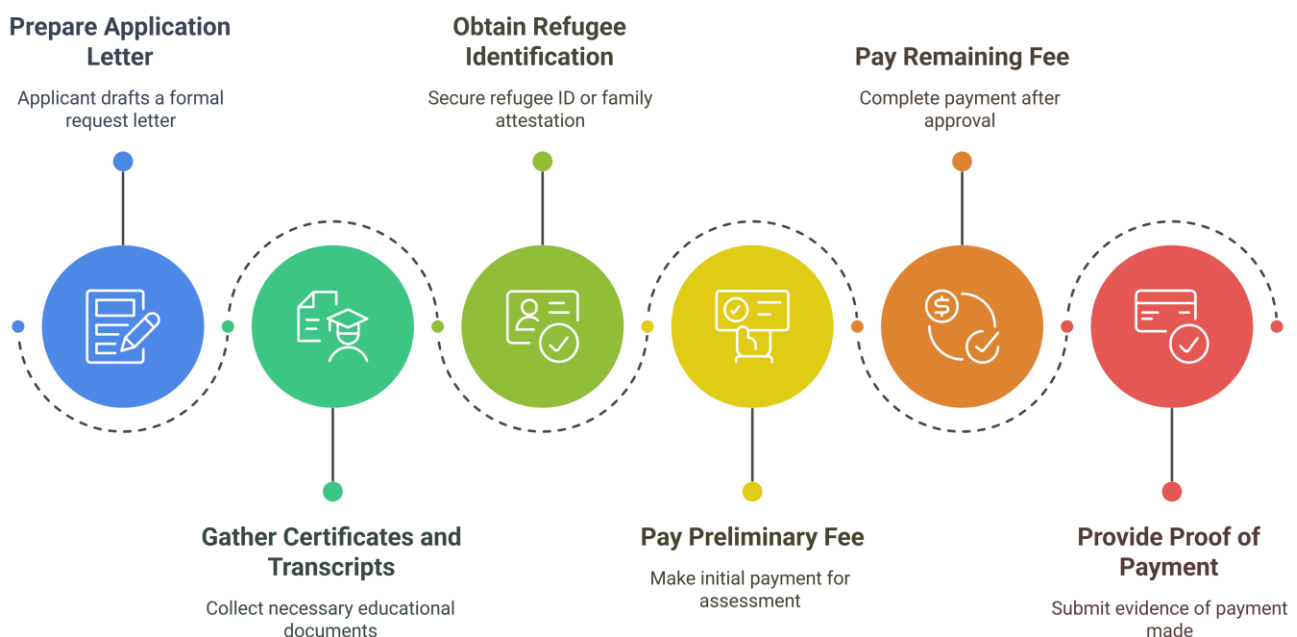
1. Submit two copies of your academic documents.
2. Submit copies of Refugee ID or Refugee Family Attestation.
3. Make the payment to the bank account:
 - **Bank:** Stanbic Bank
 - **Account No:** 9030005817861
 - **Account Name:** MUC PMC INSTITUTE OF LANGUAGESPayment should be made after the assessment of how many words shall be translated.
4. Present proof of payment to the front desk office, UB 14 (Makerere University). Be sure to obtain a receipt of your payment.
5. The translation process takes between 3 to 4 working days. There is the option of instant/express/rush delivery.
6. When you are picking up your translated document, bring the receipt of the payment.

Note: The cost of translation depends on the number of words in the document and can range between **50,000 UGX and 200,000 UGX**.

STEP 2: Equating the Translated Document

This is conducted by the Uganda Business and Technical Examination Board (UBTEB).

Document Equating Process by UBTEB



Requirements Include:

- A duly filled Application Letter.
- Original and certified copies of Junior or National Certificates and Transcripts.
- Copies of Refugee ID card or Refugee Family Attestation.
- Pay **150,000 UGX** to **UBTEB Account 9030005776596, Stanbic Bank** to cater for application and equating fees:
- First pay **50,000 UGX** for preliminary assessment and once approved, pay the remaining **100,000 UGX**.
- Proof of payment.

In case of any changes in names between the documents (e.g., your school diploma and the Refugee ID card), an affidavit stamped by the Uganda Registration Services Bureau (URSB) is required.

UBTEB cannot be held liable for any forgeries and alterations of equated results. The applicant is responsible for the authenticity and accuracy of the academic qualification document submitted for equating.

Note: Applications can be submitted to the **UBTEB office at Plot 7, Valley Drive, Ntinda P.O Box 1499, Kampala-Uganda**. For more information, call **+(256) 392-002468**.

Importance of the Process:

This process is important for:

- **Recognition:**
It ensures that your academic and professional achievements are acknowledged by educational institutions and employers in Uganda.
- **Integration:**
It facilitates a seamless integration into the Uganda education system, making it easier for you to pursue further studies or employment.
- **Future Opportunities:**
It opens the door to a range of opportunities, including employment by having your qualifications officially recognized.

Need help? NRC can support!

Our collaboration with the Ministry of Education and Sports allows us to provide the following services:

- **Document Translation:** We work with the Makerere University School of Languages to translate your academic and professional documents into English, ensuring accuracy and authenticity.
- **Document Equivalency:** We work with UNEB and UBTEB to equate your educational credentials and determine their equivalence in the Ugandan education system.
- **Guidance and Counselling:** We can provide personalized guidance on educational pathways, career options, employment requirements, business registration and answer any queries you may have on these issues.



Visit NRC Offices at:

Mengo/Nsambya/Ndejje/Kawempe/Kireka (Plavu)/Salama Road (PPDRU) to submit your documents in person or **contact 0783650426**.

Call the FRRM Helpline: **0800 32 32 32**

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