

Empowering Lives Through Education

Equation of foreign academic documents in Uganda – quick guide

This guide provides guidance on the process to translate and equate foreign academic documents for refugees in Uganda. It covers primary, secondary, tertiary and university education.

This process is important for:

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



Students in a classroom Dixon Odur/NRC

IMPORTANT: The Ministry of Education is covering equation costs for primary and secondary education until the end of December 2025, so this is a great opportunity!

This process requires two steps: translation and equation of the documents. All translations should be done at the Makerere University Institute of Languages, regardless of the type of education (Step 1), while the equation is done by two different institutes (step 2A for primary and secondary or step 2B for tertiary) as described below:

STEP 1: Translation of foreign documents: all translation should be carried out at the Makerere University Institute of Languages. This step is required for all documents that are not in English.

Procedures for translation of education certificates and transcripts:

Requirements include:

- A duly filled in form.
 - Original and certified copies of Certificates and Transcripts.
 - Copies of Refugee ID or Attestation.
 - Evidence of payment.
- Take the above mentioned documents to the Makerere University Institute of Languages
- Make the payment to the bank account, Stanbic Bank, A/C No 9030005817861, A/C name: MUC PMC INSTITUTE OF LANGUAGES

- » Present proof of payment to the Front desk office, UB 14. Be sure to obtain a receipt of your payment.
- » The translation process takes between 3 to 4 working days. There is the option of instant/express/rush delivery.
- » When you are picking up your translated document, bring the receipt of the payment.
- » The cost of translation depends on the number of words in the document and can range between 50,000 UGX and 100,000 UGX.

STEP 2A: For primary and secondary education at the Uganda National Examination Board (UNEB)

This step has the following requirements:

- Present translated documents from your country of origin on the digital application page: https://eservices.uneb.ac.ug/es/eq/start_page
- Each education certificate issued in East Africa will be charged 200,000 UGX, while those from outside East Africa will be charged 250,000 UGX. This cost is payable through Airtel/MTN Mobile Money or Bank Deposits. An invoice/payment advice will be generated for the applicant during the application process.
- Applicants should not pay before the documents are reviewed and accepted by UNEB. Payment should be made only after UNEB alerts the applicant to proceed with the payments.
- The equating process starts only after the payment has been made. The equating process takes minimum 5 (five) working days from the date of payment.

Please note:

- » Applications can be submitted:
 - In person** during working days (Monday to Friday) and during working time (8am-5pm) at Uganda National Examinations Board, Plot 3546, martyrs Way Ntinda, P.O. Box 7066 Kampala
 - Online:** Visit the UNEB website at https://eservices.uneb.ac.ug/es/eq/start_page to upload scanned copies of your documents. You will receive instructions on the next steps.
- » Once the equivalency process is complete, you will receive certified copies of your equated documents.
- » The equated documents can be sent directly to the requesting institution or picked from UNEB.
- » Email/SMS Alerts/Notifications about the progress will be sent to the provided contacts of the applicant.

For more information, visit:

https://eservices.uneb.ac.ug/es/eq/start_page<https://unche.or.ug/recognition-and-equation/>

STEP 2B: for tertiary levels at the National Council of Higher Education (NCHE)

Requirements include:

- A duly filled form and application letter
- Original and certified copies of Certificates and Transcripts
- Copies of Refugee ID card or Attestation
- Evidence 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 Uganda Registration Services Bureau (URSB) is required.

For more information, visit: <https://unche.or.ug/recognition-and-equation/>

Address of the NCHE: Plot M834, Kigobe Road – Kyambogo P.O. Box 76 Kyambogo – Kampala

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 NCHE 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 and business registration and answer any queries you may have on these issues.

How to Access Our Services:

Visit NRC Office: Come to our office at **Mengo/Nsambya/Ndejje/Kawempe/Kireka (Plavu)/Salama Road (PPDRU)** to submit your documents in person or contact **0783650426**

