



UGANDA NATIONAL EXAMINATIONS BOARD

GUIDELINES FOR ONLINE EQUATING ACADEMIC QUALIFICATIONS

UNEB is mandated to equate foreign qualifications at Primary and Secondary School levels to UNEB standards, i.e. at Primary Leaving Examinations (PLE), Uganda Certificate of Education (UCE – Ordinary level) and Uganda Advanced Certificate of Education (UACE – Advanced Level).

The following guidelines/procedures shall be followed by any person who wishes to apply for his/her academic qualifications to be equated.

1. Application for equating can be done through UNEB e-services portal, which can be accessed at <https://eservices.uneb.ac.ug>. **Select equating of foreign qualifications!**
2. The applicant shall:
 - a) Complete Application Form from the UNEB portal
 - b) Upload a fully filled and signed Declaration form downloadable from the UNEB portal and a clear photocopy of a valid personal identification document (e.g. passport or national ID).
 - c) Request the National Examination Body that issued the academic qualification document to send a verified/certified copy addressed to the Executive Director, UNEB by emailing at equating@uneb.ac.ug. For applicants from **South Sudan, Sudan, Somalia, Eritrea and Ethiopia**, the letters of verification and confirmation of results can be obtained from their respective Embassies in Kampala.
 - d) Provide the postal, telephone and e-mail address of the institution that awarded the academic qualification.
 - e) Provide the postal, telephone and e-mail address of the institution that requires the equated results.
3. Academic qualification documents (e.g. certificates) that are not written in English Language **must** be submitted first for translation upon payment of a translation fee.
4. Each document from **East Africa** will be charged Uganda shillings **200,000/=** while those from **outside East Africa** will be charged Uganda Shillings **250,000/=** payable through Airtel/MTN Mobile Money or Bank Deposits. An invoice/Payment advice will be generated for the applicant before payment made.
5. UNEB shall accept to process the application for equating **only** after the invoice has been paid.
6. The equating process takes minimum five working days from the date of payment. Notifications shall be sent via SMS /email to the applicant.
7. The equated documents shall be sent directly to the requesting institution.
8. UNEB shall not be held liable for any forgeries and alteration of equated results.
9. No refund shall be made for equated documents.
10. Applicants shall be required to pay again in case of change of address after the equated results have already been sent to the requesting institution.

Dan N. Odongo

EXECUTIVE DIRECTOR