



THE ACCREDITATION COUNCIL OF TRINIDAD AND TOBAGO
REQUEST FOR A STATEMENT ON RECOGNITION

TO BE COMPLETED BY ALL APPLICANTS

Personal Data:

Name: _____
Mr./Ms./Dr./Other (Please indicate)

Mailing Address: _____

Phone: Home # _____ Office # _____

What qualifications have you acquired?

Qualification(s) Earned	Name of Institution	Period of Study

Purpose of request: _____

Qualification	Accredited by...
	<i>(If known, please indicate which body has granted accreditation)</i>

Official Use:	Completed File No. _____
Request File No. _____	Statement of Recog. Ref. # _____



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Type of Programme:

Full time Part-time

Institution-Based Study Correspondence On-line
(traditional face to face)

Institution where programme was/will be accessed:

SECTION A – OVERSEAS STUDY

Name of Institution: _____

Address: _____

Tel: _____ Website: _____

Accredited by: _____
(If known, please indicate which body has granted institutional accreditation)

Period of Study: from: _____ to: _____
(please indicate: years/ months/ weeks/ days)

SECTION B – LOCAL STUDY

Name of Institution: _____

Address: _____

Tel: _____ Website: _____

Accredited by: _____
(If known, please indicate which body has granted institutional accreditation)

Period of Study: from: _____ to: _____
(please indicate: years/ months/ weeks/ days)



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SECTION C– TRANSNATIONAL STUDY

If your qualification is/was awarded by a foreign institution, please also provide the following information:

Foreign Awarding Institution: _____

Address: _____

Tel: _____ Website: _____

Accredited by: _____
(If known, please indicate which body has granted institutional accreditation)

Signature: _____ Date: _____

Payment due upon application

Processing Period: minimum of 10 working days

“EXPRESS” Applications
Processing Period: minimum of 48 hrs. or 2 working days

Official Use:		
Paid Cash	<input type="checkbox"/>	Money Order <input type="checkbox"/>
		Receipt# _____
	Original Certificate seen	<input type="checkbox"/>



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Terms and Conditions for Requests for a Statement on Recognition

Fees and Refunds

1. A processing fee of TT\$100.00 is payable upon application for a “Request for a Statement on Recognition”.
2. Processing fees are **not** refundable. A partial refund of 50% may be granted if ACTT determines that there is insufficient information to issue a statement within ninety (90) days.

Processing Time

3. Processing time for “Request for a Statement on Recognition” is a **minimum** of ten (10) working days.
4. Processing time commences on the date that all information and relevant documents have been completely submitted by the applicant, and/or received from the institution where the qualification is/was awarded.

‘EXPRESS’ OPTION

5. A processing fee of TT\$300.00 is payable upon application for a “‘EXPRESS’ Request for a Statement on Recognition”.
6. Processing time for a “‘EXPRESS’ Request for a Statement on Recognition” is forty eight-hours (48 hrs.) or two (2) working days.

Required Documents

7. The following **original documents** must be presented where the qualification has already been awarded:
 - Original certificate of qualification
 - Official English translation of documents (where relevant)
 - Change of name certificate, Deed Poll or marriage certificate (where relevant)
8. Upon completion of the “Request for a Statement on Recognition” application form, the applicant would be held completely responsible for the accuracy of all information contained therein; including the spelling of names of institutions and qualifications, and dates, addresses etc. Please note that inaccurate information may result in delays in processing the application, for which ACTT will not be held responsible.

Translation of Documents

9. For qualifications not awarded in the English language, key documents must be translated by the School of Languages (SOL) of the College of Science Technology and Applied Arts of Trinidad and Tobago (COSTAATT).
10. Titles of foreign qualifications **should not** be translated.

Verification of Documents

11. ACTT maintains the right to request proof of authenticity of documents from the applicant, or may contact external sources for verification of the authenticity of any document submitted. In accordance with the laws of Trinidad and Tobago, fraudulent documents may be referred to the Fraud Squad Office of the Trinidad and Tobago Police Service for further investigation.

Issuing the Statement

12. Statements on recognition will be issued to the applicant (upon verification of identity).
13. Statements may be requested by a third party (i.e. guardian, relative, employer, etc...).