

# APPLICATION FOR A **STATEMENT ON EQUIVALENCE**

	No. of copies requested:
	PLEASE TYPE OR USE BLOCK LETTERS
PERSONAL DATA	Mr 🗌 Mrs 🗌 Ms 🗌 Other (please indicate) 🗌
	Name:
	Date of Birth:
	Nationality: Dual Citizenship:
	Mailing Address:
	Email: Tel. (Main): (Alternate):
PURPOSE OF REQUEST	
ACADEMIC DATA	Qualification to be assessed:
	Awarding body/institution:
	Date of credential:
	Full-time  Part-time
PROGRAMME DELIVERY MODE	Institution-based study  Blended learning  Online
	FOR OFFICIAL USE
	Request File #

# APPLICATION FOR A **STATEMENT ON EQUIVALENCE**

INSTITUTION WHERE	FOREIGN INSTITUTION		
PROGRAMME	Name of Institution:		
WAS ACCESSED	Address:		
	Tel:		
	Period of study (please indicate month	n/year): <i>from</i>	to
	LOCAL INSTITUTION		
	Name of Institution:		
	Address:		
	Tel:		
	Period of study (please indicate month	n/year): <i>from</i>	to

#### QUALIFICATIONS UPON ENTERING THIS PROGRAMME

#### YEAR RECEIVED

# APPLICATION FOR A **STATEMENT ON EQUIVALENCE**

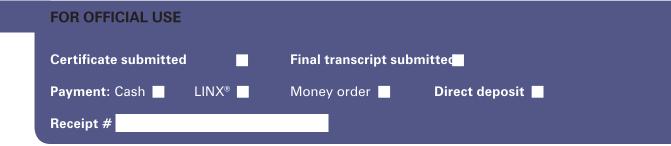
PRACTICAL COMPONENT OF PROGRAMME OF STUDY (IF ANY)	
WHAT DOES THE QUALIFICATION GIVE ACCESS TO IN THE COUNTRY OF ORIGIN?	Further study (specify level):        Professional membership (profession):
	Employment (occupation):
	I have read, understand and agree to all the Terms and Conditions for a Statement

\_\_\_\_\_

AGREEMENT TO TERMS AND CONDITIONS I have read, understood and agree to all the Terms and Conditions for a Statement on Equivalence from The Accreditation Council of Trinidad and Tobago.

Signature

Date (dd/mm/yyyy)



### TERMS AND CONDITIONS FOR REQUESTS FOR A STATEMENT ON EQUIVALENCE

#### **Fees and Refunds**

1. A processing fee of **TT\$400.00** is payable upon application for a Statement on Equivalence.

2. Processing fees are not refundable. A partial refund of 50% may be granted if the Council determines that there is insufficient information to issue a statement within 90 days.

### **Processing Time**

3. The standard processing time for an application for a Statement on Equivalence is a **minimum** of 20 working days. A Statement on Equivalence may be issued before the 20 working day period.

4. Processing time commences on the date that **all** information and relevant documents have been submitted by the applicant, and/or received from the institution where the qualification was awarded.

### **Required Documents**

5. The following original documents must be presented where the qualification has already been awarded:

- Original certificate of qualification
- Original final transcript
- Official English translation of documents as detailed in paragraph 7 (as necessary)
- Deed Poll, Marriage Certificate or Decree Absolute or the legal equivalent in the applicant's country of origin (as necessary)

6. The applicant will be held solely responsible for the accuracy of all information contained in the application form for a Statement on Equivalence, including the spelling of names of institutions and qualifications, dates and addresses. Inaccurate information may result in delays in processing the application, for which the Council will not be responsible.

#### **Translation of Documents**

7. For qualifications not awarded in the English language, key documents must be translated by the College of Science, Technology and Applied Arts of Trinidad and Tobago (COSTAATT). Where COSTAATT is unable to provide translation services, the Council may accept translations from other bodies recognised by the Council.

8. Titles of foreign qualifications should not be translated.

#### **Verification of Documents**

9. The Council maintains the right to request proof of authenticity of documents from the applicant and/or to 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**

10. Statements on Equivalence may be issued to any member of the public, including prospective students, graduates and employers, with respect to the recognition status of foreign, transnational and local institutions and programmes. Such Statements on Equivalence will not be specific to the identity of any individual.

11. Statements on Equivalence will be issued to the applicant or to his/her duly authorised representative upon verification of identity.

12. Statements on Equivalence may be requested by a duly authorised third party (e.g. guardian, relative or employer) and issued to the third party upon presentation of written authorisation from the applicant and verification of identity.



The Accreditation Council of Trinidad and Tobago

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