



# The National Accreditation Council of Guyana

## RECOGNITION & EQUIVALENCY

### TERMS AND CONDITIONS FOR PROCESSING AN APPLICATION FOR A STATEMENT ON RECOGNITION & EQUIVALENCY

#### Application Form

1. Application forms must be uplifted from the Secretariat of the National Accreditation Council (NAC), 109 Barima Avenue, Bel Air Park Georgetown or downloaded from its website at [www.nac.gov.gy](http://www.nac.gov.gy). Forms must be accurately completed in its entirety. An applicant must complete an application form and submit the relevant supporting documents for EACH qualification. ONE qualification/award shall be processed as ONE application and an applicant shall pay a separate fee for EACH qualification/award.  
Multiple applications on one form shall not be entertained.

#### Fees

2. Individuals applying for a Statement on Recognition or Recognition and Equivalency, are required to pay a processing fee of GYD\$5,000.

Institutions/Organisations applying for a Statement on Recognition are required to pay a processing fee of GYD \$60,000.

Fees should be paid by a Manager's cheque payable to the National Accreditation Council or to Account number 001036805012 at GUYANA BANK FOR TRADE AND INDUSTRY LTD.

#### Processing Time

3. NAC will process the application in a minimum of three weeks or fifteen (15) working days. The time of processing commences when all of the required documents and other information would have been received by the Council. Should the Council require additional time to process the application; the applicant will be informed accordingly.

## **Required Documents**

4. Applicants are asked to present the following original documents and notarised/certified copies (where applicable) when making an application submission:
- Valid form of identification for applicant and proxy (if used)
  - Original certificate/award
  - Academic transcript (Official)
  - Deed poll or marriage certificate if a change of name applies
  - Deposit slip from payment transaction
  - Translation of Documents to English if a foreign language applies (from a translating agency recognised by the Council)

The Council reserves the right to request original/official student's transcripts from the institution(s) the student attended or to consult with the institution(s) for any pertinent information to support the application that may assist in processing the application. The applicant shall bear the cost of such activities where incurred and information shall be *sent directly* to:

**The Executive Director  
National Accreditation Council - Guyana  
109 Barima Avenue  
Bel Air Park  
Georgetown  
Guyana**

**For further information and clarifications before starting the application process, please contact the Council at:**

**Tel: (592) 223-7901/ 225-8360/ 225-9526/ 225-7662**

**PS. Any instance of falsification of documents/information will be referred to the Criminal Investigation Department, Guyana Police Force.**