



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: _____
FIRST LAST

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: _____

PROGRAMME TYPE 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
PROGRAMME
WAS ACCESSED**

FOREIGN INSTITUTION

Name of Institution: _____

Address: _____

Tel: _____ Website: _____

Period of study (please indicate month/year): *from* _____ *to* _____

LOCAL INSTITUTION

Name of Institution: _____

Address: _____

Tel: _____ Website: _____

Period of study (please indicate month/year): *from* _____ *to* _____

QUALIFICATIONS UPON ENTERING THIS PROGRAMME

YEAR RECEIVED

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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): _____

**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)

FOR OFFICIAL USE

Certificate submitted

Final transcript submitted

Payment: Cash LINX®

Money order

Direct deposit

Receipt #

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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