



THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGY
NATIONAL EXAMINATIONS COUNCIL OF TANZANIA



Version: August, 2020

APPLICATION FOR EQUIVALENCE CERTIFICATES

1. INTRODUCTION:

The National Examinations Council of Tanzania (NECTA) is the only Examinations Council/Board in Tanzania responsible for Primary, Secondary and Teachers' Education Examinations. NECTA is also responsible for equating foreign certificates of similar education levels. Certificates issued by Foreign Examinations Boards/Councils shall, therefore, be equated to NECTA's awards basing on international procedures for equating certificates.

2. CONDITIONS FOR EQUATING CERTIFICATES:

- (i) Certificates to be equated MUST be issued by an accrediting Examinations Board/ Council mandated by law to offer examinations and certificates.
- (ii) Institutional based certificates shall not be equated except **Certificates** and/or **Diploma in Education** issued by recognised Universities.
- (iii) Candidates holding Foreign Advanced Secondary Education Certificates MUST have Prior-Entry qualification(s) or Ordinary Level Certificate(s) with at least three (03) **Credit** passes. **Submission of both certificates (CSE & ACSE) is a must.**
- (iv) Certificates written in any language other than Kiswahili or English MUST be attached with official translation from their respective country's embassy or any other recognised institution (e.g. Alliance Francaise or BAKITA etc).
- (v) NECTA shall not equate foreign certificates obtained from foreign examinations conducted in centres located in Tanzania which are not recognized by NECTA to offer foreign examinations and therefore do not comply to Tanzania Act No. 21 of 1973 [CAP 107 Revised Edition 2002] of which supervision and monitoring of Foreign Examinations writing in Tanzania MUST be done under NECTA.

3. APPLICATION PROCEDURES

- (i) Find Application Form from NECTA's website (www.necta.go.tz). Click **Forms/Equivalence** then **Application form for equivalence certificates**.
- (ii) Fill it in Capital Letters.
- (iii) Make Payment of **Tshs. 100,000/=** for each certificate/academic document under equation to any of the following Banks: **NMB; CRDB; NBC** or via mobile phone payment system eg **M - Pesa** or **Tigo Pesa** using electronic payment code (**Control Number**) through established Government Electronic Payment Gateway (**GePG**). For Control Number please visit NECTA's website (www.necta.go.tz) OR call **+255-22-2700493...6** for assistance.

NB: You are advised to read the laid procedure carefully before making any payment.

- (iv) Submit, the dully filled Application Form together with copies of the **certificate(s)** and their **originals**, coloured Passport Size photo and a copy of Identity Card to the **Executive Secretary**, The National Examinations Council of Tanzania, P.O. BOX 2624, Dar es Salaam.
- (v) For **online** submission, the applicant should submit the scanned dully filled Applications form(s) together with **certified copies of the certificate(s)**, **coloured Passport Size Photograph** and a **copy of an Identity Card**. Certifications must be done by the Foreign Examinations Boards/Councils and email the document to the Executive Secretary, The National Examinations Council of Tanzania through the email address: esnecta@necta.go.tz

4. RESPONSE FROM NECTA

Equivalence certificates (s) will be issued to candidate/client/applicant **OR** sent via their addresses within thirty (30) working days since the date of submission of application form(s) and the genuine documents mentioned in (iv) above.

APPLICATION FORM FOR EQUIVALENCE OF FOREIGN CERTIFICATES TO TANZANIA

EQUIVALENT CERTIFICATES

Candidate's
Photograph

I. Applicant's information

1. First name: _____ 2. Middle name _____ 3. Surname _____
4. Sex: Male Female 5. Nationality: _____
6. Date of birth: _____ day _____ month _____ year
7. Contact: Phone: _____ (Home or Office), 8. E-mail _____
9. Postal Address: _____
10. Signature of the Applicant: _____ Date of Submission: _____

II. Details of Certificate(s) for Equivalence

11. Name of the Examining Board e.g. *KNEC, UNEB, CIE, IB* etc _____
12. Type of examination e.g. *KCSE, UCE, GCE, IB* etc _____ Year: _____
13. Name of the Exam Centre/School _____ Index /Exam Number _____
14. Name of the Country where the Examination/Studies was held: _____

III. Confirmation of Payments (Accounts)

15. Electronic payment code (**Control Number**) _____
16. Cashier/Accountant's name _____ 17. Official Stamp _____

IV. Approval for Processing (ICRD Official)

18. For centres located in Tanzania:-
- (a) The Examination centre is recognized by NECTA for administration of Foreign Examinations _____ (Yes/No)
- (b) Foreign Examinations were monitored by NECTA (as per Act 21 of 1973) _____ (Yes/No)

19. Approved Not Approved

20. Reasons (for Not Approved) _____