



HIGHER EDUCATION COUNCIL
P.O. BOX 6311, KIGALI



APPLICATION REQUIREMENTS FOR THE EQUIVALENCE CERTIFICATES OF HIGHER EDUCATION CERTIFICATES OR DEGREES

REFERENCE TO THE MINISTERIAL ORDER N° 003/MINEDUC/2021 OF 20/10/2021 DETERMINING RWANDA QUALIFICATIONS FRAMEWORK, ESPECIALLY IN THE CHAPTER III, ARTICLE 9 on content of application file for equivalence for higher education certificate or degree and internal HEC guidelines, an application file for equivalence for higher education certificate or degree shall contain the following documents:

1	A well filled application form available at www.irembo.gov.rw with all necessary information including an official email for the awarding institution.
2	A notarized copy of final Certificate or Degree for which the equivalence is applied for
3	A copy of admission letter offered by the institution that issued the degree for which equivalence is applied for
4	A notarized copy of academic transcripts for each level studied
5	A notarized copy of Certificate or Degree that served as the basis to be admitted in the level of higher education for which equivalence is requested (In case this certificate/Diploma or degree was awarded by a foreign HLI, this needs "Equivalence" too),
6	A copy of applicant's ID card or Passport;
7	Applicants qualified in Medical related academic fields shall be required to have passed the professional exam offered by relevant professional bodies in Rwanda.
8	An invigilation letter issued by an accredited examination Body for graduates that studied through online mode of delivery.
9	Travel documents matching with the applicant's period of study (Passport with VISA for Rwandan residents or residential permit for those who studied as residents in foreign country). For those who do not have the travel documents for different reasons, they have to provide the replacement documents issued by competent authority.
10	A job contract for foreign applicants working in Rwanda or an admission letter for foreign applicants studying or wishing to study in Rwanda
11	A bursary/Loan confirmation letter and study leave for Rwandans who studied abroad on government scholarship.
12	PhD admission letter, a copy of PhD thesis and copies of publications (at least two) related to PhD thesis.

NOTE:

- **Disclaimer:** to all levels of application, in case one's information is found non authentic, HEC has the right to withdraw its offered equivalence.
- Application is done online via www.irembo.gov.rw no physical file is accepted.
- Application documents that require notarization should either be notarized by a **recognized Rwandan notary** or **embassy of Rwanda** in the awarding country.
- HEC receives equivalence applicants at the office **ONLY** on Wednesday and Friday every week.

For more information, contact. **(+250)-786823101** or email: equivalenceoffice@hec.gov.rw

