

REPUBLIC OF RWANDA



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 valid Passport for foreign applicant
7	Applicants qualified in Medical related academic fields but admitted into Higher Education from May 2021, shall present the index number offered by the relevant professional bodies in Rwanda
8	An invigilation proof such as virtual reality records issued by an accredited examination Body for graduates who studied through online mode of delivery
9	Travel documents matching with the applicant's period of study (Passport with entry and exit VISA for Rwandan residents or residential permit for those who studied as residents in foreign country)
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, copies of publications (at least two) and a copy of PhD thesis 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

Done at Kigali, 01st October 2024

HEC MANAGEMENT

Website: www.hec.gov.rw

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Call Centre: 0786823101

