

# THE NATIONAL EXAMINATIONS COUNCIL OF TANZANIA

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P.O. Box 2624 or 32019  
DAR-ES-SALAAM

Version: July, 2013

## APPLICATION FOR EQUIVALENCE OF FOREIGN CERTIFICATES TO TANZANIAN EDUCATION CERTIFICATES

### 1.0 INTRODUCTION:

The following application form must be filled in by all candidates who are applying for equivalence of their certificates. The National Examinations Council of Tanzania is responsible for accrediting Secondary School Certificates and Teachers' Certificates only.

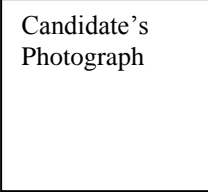
### 2.0 PROCEDURES FOR APPLICATION:

- i. Download the Application Form from the NECTA website ([www.necta.go.tz](http://www.necta.go.tz)).
- ii. Fill it in Capital Letters.
- iii. Deposit the Application fees (Tsh. 50,000/= for each Academic document) into any of the following NECTA accounts :
  - NMB (2011100238) - BANK HOUSE
  - NBC (011103001074) – CORPORATE BRANCH
  - CRDB (01J1013540000) – KIJITONYAMA BRANCH
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- iv. Attach to the application form the **Original certificates to be equated**, their **copies**, an **application letter** (written in English), a Pass Port Size **photograph**, a copy of an **Identity card** and an original bank **pay-in slip**.

Finally, submit the dully filled Application Form to the Executive Secretary, National Examinations Council of Tanzania, P.O.BOX 2624 Dar es Salaam. Equivalence letters and the original certificates will be sent to candidates or clients (via their addresses) five (05) days from the day of receiving.

### 3.0 RESPONSE FROM NECTA

Genuine documents will be processed for letters of equivalence and both of them will be posted to the applicants via their addresses. Academic documents which are doubtful will be retained at NECTA waiting for responses of verification from the concerned awarding bodies. Candidates, whose documents are retained for the said purpose, will be informed of the on-going procedures. When the verification results of their documents are received from their examination boards, candidates concerned will be communicated accordingly. Those certificates and Result Slips or Statements of Results (equated if certificates are not yet issued) which will be found not authentic will be retained at NECTA.



**EQ 1**  
**APPLICATION FORM FOR EQUIVALENCE OF FOREIGN CERTIFICATES TO**  
**TANZANIAN CERTIFICATES**

1. NAME OF CANDIDATE:  
.....

2. ADDRESS:  
.....

3. EMAIL:  
.....

4. PHONE NO.:.....  
.....

5. TYPE OF EXAMINATION e.g. *KCSE, UCE, GCE* etc:  
.....

6. NAME OF THE EXAMINING BOARD e.g. *KNEC, UNEB, UCIE* etc:  
.....

7. NAME OF THE COUNTRY WHERE THE EXAMINATION WAS HELD:  
.....

8. YEAR OF EXAMINATION:  
.....

9. NAME OF THE APPLICANT:  
.....

10. SIGNATURE OF THE APPLICANT:

.....

11. DATE:

.....

12. PAYMENTS: NUMBER OF THE  
RECEIPT.....