



Higher Education Council (HEC)  
P.O. BOX 6311, Kigali – RWANDA

**ANNOUNCEMENT TO APPLICANTS FOR EQUIVALENCES**

The Higher Education Council would like to inform all applicants for Equivalence of Certificates/Diplomas and Degrees awarded by foreign Higher Learning Institutions (HLIs) that; equivalence services are now offered as per the bellow calendar:

S/N	Service	Days and Time
1	Online application for equivalence service through:  <a href="https://new.irembo.gov.rw/">https://new.irembo.gov.rw/</a>	<ul style="list-style-type: none"> <li>• Every day</li> <li>• <b>Application documents:</b> <ol style="list-style-type: none"> <li>a. Notarized copy of Certificate/Diploma and Degree for which the Equivalence is applied for;</li> <li>b. Notarized copy of academic transcripts (for each level);</li> <li>c. Notarized copy of Certificate/Diploma or Degree that served as the basis to allow admission in further level of higher learning for which the Equivalence is applied for. (In a case this Certificate/Diploma or Degree was awarded by a foreign HLI, this needs “Equivalence” too),</li> <li>d. Copy of ID card or Passport,</li> <li>e. Travel documents (e.g. Laissez Passer or Passport) with stamped visa.</li> <li>f. Service Certificate (for foreigner Citizen living in Rwanda),</li> <li>g. For applicants graduated from “<b>Online Systems</b>”, attach a recognition letter issued by relevant Examination Body or Proof of Online Assessment.</li> <li>h. An official email of the awarding institution such as <a href="mailto:registrar@mku.ac.ke">registrar@mku.ac.ke</a> (not Gmail or Yahoo accounts) should be provided on the application form for communication purpose.</li> <li>i. For health-related applicants, attach a “License” issued by the relevant Professional Body.</li> </ol> </li> </ul>
2	Follow up or claims related to Equivalences	Every working day (from Monday to Friday) and during working hours (from 8:00 to 17:00) by calling the following telephone number (Call Center): 0786823101 and/or emailing; <a href="mailto:equivalenceoffice@hec.gov.rw">equivalenceoffice@hec.gov.rw</a>
3	Withdraw of Equivalences from the Central Secretariat of HEC	<ul style="list-style-type: none"> <li>• Monday to Thursday, from 7:30am - 16:00pm</li> <li>• Friday, from 7:30am - 15:00pm</li> </ul> <p><b>Note:</b> Whenever the Equivalence is available, the applicant is notified via telephone call or by SMS.</p>

Done at Kigali, 12<sup>th</sup> April 2021

HEC MANAGEMENT

