



FOCAL PERSONS FOR EQUIVALENCE PROCESSING AT INES-RUHENGERI

The management of INES-Ruhengeri informs all its International Students and Staff that need an equivalence of their degrees or certificates that **Mrs. Ladegonde NYIRABASHUMBA** is available to support you as the Focal Person for equivalence processing. This will minimize the service delays, intensive queries, and the number of applicants coming to Higher Education Council (HEC) offices on simple matters. You may contact her by telephone: **+250788739683** or email: rnyirabashumba@ines.ac.rw Among responsibilities of the focal person for equivalence processing include:

1. Doing an equivalence application on behalf of the students/applicants (i.e. their contacts must be provided on the application form so that they should be notified on the progress).
2. Liaise with the awarding institution on the matter to the authenticity confirmation to help HEC speed up the equivalence process.
3. Approach HEC at least once a month with an updated list of their students who applied for equivalences to get the updates on the equivalence applications progress.
4. Regular updates to the applicants/students on their equivalence application progress to minimize the number of students coming to HEC offices on simple matters.
5. Collect all the processed equivalence certificates from HEC offices and issue them to their respective applicants.
6. Help in dissemination and information sharing to their institution/students in the case of any updates for HEC regarding Equivalence services.

Template for follow-up

N ⁰	Names of the applicant	Current address of applicant, phone and email	Level of certificate /degree applying for equivalence	Official address & emails of the awarding institutions	Attached support documents	Date of application

N.B: For more information about the HEC updated requirements for equivalence, click on this link:

https://www.hec.gov.rw/fileadmin/user_upload/Application_Requirements_for_the_Equivalence_certificate_of_Higher_Education_Certificates_or_Degrees.pdf