

Notice for Foreigner's Applicant

For certificates issued by educational institutions or boards to be decided by the Accreditation and Equivalence Determination Committee, the applicant should submit an application to the Secretariat with the following documents

1. Documents (booklets, brochures etc.) revealing the identity of the institution or board studied.
2. Syllabus or detailed syllabus of at least 3 subjects from the main subjects taught at the relevant level in Nepal which should be converted into English language.
3. Relevant Eligibility Certificates:
 - Mark sheet / Grade sheet / Transcript / Statement Of Results (SOR) / IB Grade Sheet,
 - Pass certificate / Provisional certificate (for five years only) / General certificate of Education (GCE) / IB Diploma Certificate
 - Character Certificate / School and College Living Certificate
 - Migration Certificate (or higher level/class certificate)
 - In case of studying in private and open schools, also attested copies of online registration forms/admit cards/hall tickets etc.
4. Application in the format mentioned in Schedule-1
5. Full receipt for payment of revenue of Rs. 1000 (Rs.1500 for new board).
6. In the case of Boards or Educational Institutions where the alphabetic system is applied, documents showing the category or grade level.
7. A certified letter from the embassy or consular office of the concerned country stating that the concerned educational institution or board is a government-recognised institution of that country.
8. If there is a need to understand someone's certificate, the committee may request additional documents in addition to those mentioned above.
9. In the case that only the class 12th certificate does not meet the subject combination / full marks / credit hours etc., a certified copy of the mark sheet / grade sheet of class 11 should also be submitted.
10. A certified copy of the passport and visa issued by various recognized boards or educational institutes (Tribhuvan) before the issuance of this guide:
11. Those who have passed class 10 or equivalent from a foreign board must also obtain and submit a certificate of recognition and equivalence of class 10.
12. If the level of degree obtained by the applicant student is not clear, he/she should come with a letter from the relevant board, university, educational and academic institute or the embassy or counselor of the related country in Nepal stating that the level is the same as class 10 or class 12 and also the official letter of the said institution or board.
13. If the certificates and other documents obtained from foreign boards are in a language other than English, the concerned applicant must have all the documents translated into English by the World Language Campus or similar official body and submitted. All the submitted documents are correct, if they are found to be false, they will be prosecuted according to the law, that the student had to sign also.
14. A letter of equivalence will be distributed to the students applying for recognition and equivalency within three days and within two month in the case of the new board, which has been decided by the Accreditation and Equivalence Determination Committee.

समकक्षताका लागि थप सूचना
Additional information for Equivalence

१. स्वदेशी तथा विदेशी शैक्षिक संस्था वा बोर्डबाट प्रमाणपत्र प्राप्त गरेका तथा विदेशी शैक्षिक संस्था वा बोर्डबाट सम्बन्धन लिई नेपाल सरकार शिक्षा, विज्ञान तथा प्रविधि मन्त्रालयको अनुमति वा स्वीकृतिमा सञ्चालित संस्थाबाट प्रमाणपत्र प्राप्त गरी निवेदन दिएका व्यक्तिलाई मात्र यो निर्देशिकाबमोजिम समकक्षता प्रदान गरिने छ ।
(Equivalence will be granted only to those who have obtained certificates from domestic and foreign educational institutions or boards and who have obtained certificates from foreign educational institutions or boards with the permission or approval of the Ministry of Education, Science and Technology, Government of Nepal.)
२. तपाईंको आवेदन हुन केही दिन लाग्न सक्दछ । किनभने तपाईं भन्दा पहिला आवेदन गरेका व्यक्तिहरूको रुजु भएपछि मात्र तपाईंको पालो आउनेछ । (It may take a few days for your application to be processed and verified. Because your turn will come only after the people who applied before you.)
३. कक्षा १० र १२ को मार्कसिट नेपाली बोर्डको देखिएको हुँदा समकक्षताका लागि निवेदन दिन आवश्यक छैन । (Since the mark sheet of class 10 or 12 is from Nepali board, there is no need to do equivalency.)
४. समकक्षताका लागि निवेदन दिने विद्यार्थीहरूको मार्कसिट वा उत्तीर्ण प्रमाणपत्र राष्ट्रिय अभिलेखबाट हटेको अवस्थामा सम्बन्धित विद्यालयका प्रधानाध्यापकबाट प्रमाणित गराई समितिमा पेस गर्नुपर्दछ । (In the case that the mark sheet or pass certificate of the students applying for equivalency has been removed from the national record, it should be verified by the principal of the school concerned and submitted.)
५. समकक्षताको प्रमाणपत्र लिन आउँदा प्रत्येक प्रमाणपत्रको फोटोकपीमा निवेदक स्वयमले **सक्कल बमोजिम नक्कल ठिक छ** भनी दस्तखत गर्नुपर्नेछ । फोटोकपीमा नोटरी पब्लिकबाट प्रमाणित गराउनुपर्दैन । साथै सक्कल प्रमाणपत्र समेत देखाउनु पर्नेछ ।
(When coming to get the certificate of equivalency, the applicant himself has to sign on the photocopy of each certificate that **“The copy is correct according to the Original Certificate.”** The photocopy does not need to be certified by a notary public. In addition, the Original certificate must also be shown.)
६. समकक्षताका लागि पेस गरेका कागजातहरू शंकास्पद देखिएमा कुटनैतिक नियोग वा काउन्सिलरबाट प्रमाणित गराई पेस गर्नुपर्नेछ अन्यथा मान्यता तथा समकक्षता दिन यस कार्यालय बाध्य हुने छैन । (If the documents submitted for equivalence are found to be doubtful, they must be verified by the embassy or counselor and submitted, otherwise this office will not be obliged to give recognition and equivalence.)
७. समकक्षताको प्रमाणपत्र लिनका लागि सानोठिमी, भक्तपुरमा रहेको पाठ्यक्रम विकास केन्द्रको मान्यता तथा समकक्षता शाखामा सम्पर्क राख्न आउनु हुन अनुरोध छ । (It is requested to contact the Accreditation and Equivalence Branch of Curriculum Development Center at Sanothimi, Bhaktapur to get the equivalence certificate.)

विदेशका विभिन्न शिक्षण संस्थामा अध्ययन गरी नेपाल आउने विद्यार्थीहरूको व्यक्तिगत विवरण
(Personal details of students who come to Nepal after studying in various educational institutions abroad)

१. निवेदकको नाम (Name of Applicant) :
२. निवेदकको ठेगाना (Address of Applicant) :
३. पासपोर्ट नं. (Passport no.) :
४. देश (Country) :
५. नेपालमा आएको मिति (Date of arrival in Nepal) :
६. नेपालमा आउनुको उद्देश्य (The purpose of coming to Nepal) :
७. यदि अध्ययन गर्न आएको हो भने (If coming to study) :
 - (क) भर्ना भएको वा हुन चाहेको शिक्षण संस्थाको नाम र ठेगाना (Name and address of the educational institution in which or intending to be admitted) :
 - (ख) भर्ना भएको वा हुन चाहेको तह र विषय (Level and subject in which or intending to be admitted) :
७. तपाईंसँग नेपालमा कति जना सँगै रहनु हुन्छ ? (How many people will stay with you in Nepal?) :
८. अहिले भर्ना भएको पढाइ पूरा भएपछि तपाईं नेपालमा के गर्न चाहनुहुन्छ (What do you want to do in Nepal after completing your studies?) :

माथि लेखिका विवरण ठीक साँचो हो फरक परेमा नेपालको प्रचलित कानून बमोजिम सहुँला बुझाउँला भनी हस्ताक्षर गर्ने (All the details submitted are correct, if they are found to be false, they will be prosecuted according to the law.)

नाम (Name of Applicant) :

हस्ताक्षर (Signature) :

मिति (Date) :

To
The Director General,
Curriculum Development Centre, Sanothimi, Bhaktapur.

Date : 2079/.../

Subject : Application for Equivalency

In relation to the above, (Applicant's name) has passed the Secondary Education (Class 10 / Class 12) equivalent examination from the following institutions.

Secondary of Higher Secondary	Name of the school	Roll No	Name of the Board	Country	Passed Year	Passed Degree /Level
Details of Class 10 th						
Details of Class 12 th						

Attached documents

1. Attested copies of Marksheet/transcripts, pass certificates, migration, character certificates.
2. In case of studying in private and open schools, also attested copies of online registration forms/admit cards/hall tickets etc.
3. Copy of the cash receipt of paying the revenue amount of Rs.1000 (Rs. 1500 for new board)
4. Certified copy of passport and visa for study period abroad.
5. The website of the board / educational institution studied,, email
6. Documents related to examination system (annual, semester, question system)
7. In case of new board, additional documents as follows:
 - a. Documents (brochure, bulletin etc.) relating to the identity of the educational institution / board studied.
 - b. Class 10 and 12 Syllabus / Syllabus of 5 Main Subjects of the Educational Institution or Board Studied.
 - c. Certificates of educational qualification attested by the concerned Diplomatic Mission or Embassy.
8. Main subjects studied:
 - 1.
 - 2.
 - 3.
 - 4.
 - 5.
 - 6.

All the details submitted are correct, if they are found to be false, they will be prosecuted according to the law.

Name of applicant:

Signature:

Contact no :

Email address :

Student Address: District:

Ga.Pa /N.Pa:

Ward.No:

Tol:

Temporary Address :

To
The Director General,
Curriculum Development Centre, Sanathimi, Bhaktapur.

Date : 2079/..../

I have studied in class : (Secondary /Higher Secondary Level)
..... School and passed from board. I
have included herewith the main topics mentioned in the respective syllabus for the various subjects.

S.N.	Subject	The main topics mentioned in the relevant curriculum
1.	English	
2.	Math	

Student Name :

Signature:

Date:

To
The Dictor General,
Curriculum Development Centre, Sanothimi, Bhaktapur.

Date : 2079/..../

I have studied in class : (Secondary /Higher Secondary Level)
..... School and passed from board. I
have included herewith the main topics mentioned in the respective syllabus for the various subjects.

S.N.	Subject	The main topics mentioned in the relevant curriculum
3.	Science	
4.		

Student Name :

Signature:

Date: