

# PROCEDURE FOR VERIFICATION OF ACADEMIC CERTIFICATES

## Step 1:

- Present original certificate (issued by the institution) and two (2) photocopies of certificate at the Accreditation Unit.
- If certificate is not in English. A translation of the certificate which was certified by the Ministry of Foreign Affairs must be presented.
- Present photo identification.

## Step 2:

- Complete the Application for Verification and Authorisation Forms.

## Step 3:

- Pay requisite fees.

## Step 4: Processing

- Application fee is non-refundable.
- Any additional costs incurred during the verification process must be paid by the client.
- Copies of certificates are sent to the institution which issued the certificate for verification.
- Please allow a minimum of ten (10) working days for processing.
- Applicants should be aware that timely delivery of service is a priority to the NAB. However, this is dependent upon many variables often outside of the NAB's control. Responses may therefore be delayed.
- Upon successful completion of verification, the photocopies of the certificates will be certified.

## Step 5:

- Client will be notified by email to collect completed certified document(s).
- ID must be presented upon collection of certified document(s).
- Complete Authorisation form if someone is collecting on your behalf.

