

Process and Procedures for Applications

All assessment applications are conducted in the same manner to ensure that each is treated as fairly and efficiently as possible. Each application follows the following procedure:

- Papers submitted are analysed by the Information Officer who determines whether correct documentation has been provided
- The decision is made as to whether assessment can be provided and, if so, the fee is processed
- Qualifications are evaluated in accordance with NARIC guidelines
- Validity of certificates considered
- Response drafted
- Verification of all responses and evaluations is conducted by senior members of staff

It is inevitable that in certain cases additional research is required, such as rare or discontinued qualifications. Such applications follow these additional steps:

- Appropriate authorities will be contacted in order to obtain further information on award. If the appropriate authority fails to respond within a week, further requests are sent. Allowance is sometimes provided, depending on the country in question. The applicant will be informed if the process will take longer than the standard timescale
- Information request chased up on a weekly basis until received
- Once a response has been received, the value of this information is considered: if the response is insufficient to provide an evaluation, further information requests are considered
- Qualifications are then evaluated in accordance with the new information and in the context of previous evaluations for the country in question
- The conclusions of these research-oriented cases are then presented to the Divisional Manager and senior evaluators. If the findings are then confirmed, a verified response is dispatched

Payment

The fee is chargeable for the comparability service and will state VAT where this is included. VAT is payable for UK and European Economic Area residents.

The fee is an administration and assessment fee.

The service is non-refundable in the event of an error on the part on the applicant. Please ensure that the correct documentation is supplied.

UK NARIC will not process an application using a credit or debit card if this is rejected by the UK NARIC banking facility.



National Recognition Information Centre for the United Kingdom

The fee for undertaking an assessment of comparability is non-refundable and does not depend on the outcome of a comparability assessment.

UK NARIC will not refund fees in the event that in the process of assessment UK NARIC deems information received to be offensive or inappropriate or in its absolute discretion it believes to be inaccurate, untrue or a forgery.

For Payments via the Internet, provided no documentation has been forwarded to UK NARIC refunds may be granted if requested within 7 days of payment. Please note an administration charge will apply in all cases. If documents have been forwarded to UK NARIC for assessment no refund will be granted.