



## **GUIDELINES AND PROCEDURES FOR VERIFICATION, CERTIFICATION AND REPLACEMENT OF ACADEMIC DOCUMENTS**

### **a. Certification of Academic Documents**

- i. Each copy certified is Ugandan shillings ten thousand only (Ugx. 10,000) paid directly to UHPAB bank account provided below,
- ii. Each certification request should have a minimum of three (3) copies,
- iii. Submit clear photocopies of the Academic document(s) equivalent to the number of certified copies requested,
- iv. Physical applications are received on working days from **8:30am to 4:00pm**,
- v. Upon collection, applicant should be in possession of the original Academic documents issued by the Board and proof of payment/original bank deposit slip,
- vi. All the requirements are submitted to UHPAB Secretariat located on plot 157 Ssebowa Road Kiwatule – Kampala District,
- vii. Maximum waiting time for walk-in clients who paid directly to UHPAB bank account is 3 hours, 2 days for online submissions and 2 days if the applicant paid through an agent.

### **b. Verification of academic documents & results**

- i. Verification fees for each Trainee's results/ document is Ugandan shillings thirty thousand only (**Ugx. 30,000**) paid directly to UHPAB bank account provided below,
- ii. A written letter requesting for verification services from a University, Employer or any other organization addressed to the Executive Secretary,
- iii. In absence of an institution, the applicant should write a request letter addressed to the Executive Secretary,

- iv. Copies of academic documents must be attached to the request letter,
- v. Upon collection, the applicant should submit an original bank deposit slip, a request letter for verification and photocopies of academic documents,
- viii. Online applications are sent via email to **verification@uhpab.go.ug** or **uhpabverify@gmail.com** in cases where the applicant has more than 1 attachment.
- ix. Maximum waiting time is 3 weeks.

### **c. Replacement of lost Academic Document**

- i. The fee for each document requested is Ugandan shillings fifty thousand only (**Ugx. 50,000**) paid directly to UHPAB bank account provided below,
- ii. The applicant should place an announcement in the newspapers announcing loss of the original academic document. (Applicant waits for 2 weeks for any public response),
- iii. Acquire a Police report of the incident,
- iv. Acquire a letter addressed to the Executive Secretary from the respective Training Institution,
- v. Applicant should write a request letter to the Executive Secretary,
- vi. The applicant submits the Proof of payment for document replacement services, Photocopies of lost document academic documents and a copy of the advert to UHPAB Secretariat,
- vii. All documents are collected in person,
- viii. Maximum waiting time is 3 weeks.

**ONLINE submissions** are made on **verification@uhpab.go.ug** or **uhpabverify@gmail.com**

**Secretariat Location:** Plot 157 Ssebowa Road, Kiwatule. Telephone: +256 393000638; info@uhpab.go.ug

**Bank: Stanbic Bank Uganda Limited, Forest Mall Branch, A/C 9030026252791 SWIFT CODE SBCUGKX**

**NOTE:** All payments are made directly to UHPAB Bank Account. Applicants who paid directly to UHPAB Bank Account shall be attended to immediately. Applicants who paid through Agents shall submit application after 2 days to allow for payment validation.

**30<sup>TH</sup> MARCH, 2026**