



Northern Ireland Practice  
and Education Council

## Frequently Asked Questions (FAQs) on UK ENIC

**The UK National Information Centre for the recognition and evaluation of international qualifications and skills.**

If you would like to pursue further higher education in Northern Ireland, if your degree is not equivalent to UK Degrees then you must apply for comparability check through UKENIC.

If you are employed as a Nurse or Midwife in a HSC Trust in Northern Ireland, following successful completion of your preceptorship, as part of your appraisal your line manager can support you to apply for the UKENIC process, if you wish to undertake further Higher Education study relevant to your role. Please see the information below.

### Question 1 How Do I apply?

Log onto the ENIC Website and create an account to get started.

<https://www.enic.org.uk/Default.aspx>

### Question 2 I need my documents quickly? How can I do this?

ENIC offers a fast track service. Once you have uploaded your documents it takes 1-2 days depending on the service you have requested.

### Question 3 How many Documents can I upload?

For the Statement of Comparability service, a maximum of 6 documents can be submitted; These can be from school awards to your highest degree.

For the UK Qualification Reference Statement, a maximum of 6 qualifications can be submitted. These must be from UK bodies.

### Question 4 How Will I receive My Statement?

You can choose either e-statement or hard copy during the application process.

**Question 5 What is a final Certificate?**

This is a decorative document awarded by an institution or awarding body and presented to you, sometimes at a graduation ceremony, following the completion of your course.

**Question 6 What is a transcript?**

A transcript (or mark sheet) shows the subjects/modules studied and the marks/grades achieved.

**Question 7 What is the Translation Waiver Service?**

By selecting the Translation Waiver service, you are able to submit your qualification documents in their original language and therefore, you do not need to send in certified translations. The Translation Waiver service is not accompanied by translations of your documents, and is only available for the Statement of Comparability service.

**Question 8 How much is the Translation Waiver Service?**

This additional service is priced at £40.00 + VAT (VAT if applicable) on top of the standard service fee and postage. Currently, the Translation Waiver service is available for documents in the following languages: Arabic, Bulgarian, Catalan, Chinese, French, German, Italian, Japanese, Polish, Portuguese, Romanian, Russian, Spanish, and Ukrainian.

**Question 9 What Are Certified Translations?**

Certified translations of qualification documents are completed, signed and stamped by a professional, qualified translator. If your documents are not in English and you cannot or do not wish to use the Translation Waiver service, you will need to upload certified translations.

**Question 10 What do I need to do if I have changed my name?**

If your name has changed for any reason, you should upload proof of your name change, For example, a marriage or civil partnership certificate, a deed poll certificate, affidavit or other legal documentation which shows this change of name. You should also upload a form of identification (for example a passport, birth certificate or national identity card).

**Question 11 What is a Certificate of Comparability?**

A Certificate of Comparability shows the same information as your UK ENIC statement but in a decorative document suitable for display. It can only feature one qualification and additional information included on your statement is not included on the Certificate. You can only apply for a Certificate of Comparability once we have sent you your UK ENIC statement.

**Question 12 How can I contact ENIC about my application?**

You can get in touch with ENIC directly via the 'Messages' section within your account. If you have applied for a Fast Track service, ENIC will respond within one working day. If not, during busy periods it may take ENIC up to five working days to respond.

**Question 13 How do you carry out your Assessments?**

ENIC have full information on how they carry out their assessments on their website. This can be found at the following link:

<https://www.enic.org.uk/What%20is%20Recognition/Methodology/Default.aspx>

**Question 14 Will you keep me updated about the process?**

Any updates will be sent to your registered account. You will never be asked for additional payments. All payment requests will be made directly through your registered account.

If you are unsure about the status of your application or any action required, check to the "order status" within your account or send ENIC a message.

**Question 15 What is an e-statement?**

You can choose to order an e-statement when placing a new order, or a replacement/replacement with additional qualification. This option is available as a delivery option.

e-statements issued by Ecctis, are a digitally verifiable document, which you can download for up to 3 months from issue, as many times as you need. The validity dates are shown in your account portal. If you need to download a copy after the digital copy expires, you can simply order a replacement through your account. The fee will be charged at the current cost again.