User Manual

Letter of Equivalency

Cirriculum Development Center
Sanothimi, Bhaktapur

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1. Organization Background

Curriculum Development Centre (CDC) was established in 2028 B.S. It develops curricula (school level curriculum, textbooks, teacher's guide etc.), approves additional material and provides Letter of Equivalency (LOE) for those students, who graduated from foreign Board/University willing to either further study or engage in a profession or both in Nepal. It is a mandatory document as per our law. A student seeking to LOE needs to submit application with academic certificates and necessary documents in a prescribed document with prescribed fee to Curriculum Development Centre (CDC) If all criteria are met the applicant is issued LOE. The business process of issuing LOE is depicted in figure below.

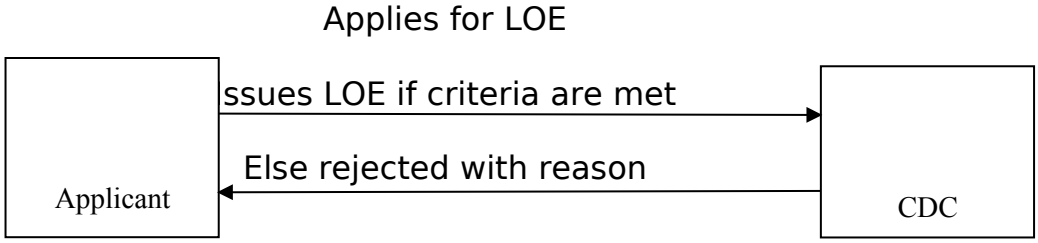


Fig: Business Process of Issuing LOE

The current system is a manual process where applicants physically present their necessary documents and fee in hard copy to CDC and upon verification CDC issues LOE. There is an internal MIS for record keeping purpose only which facilitates working staff in the process of issuance of LOE. The LOE issued by CDC is used by students mandatorily in three places; first they present it to the ministry for NOC, or they present it to the Schools/Universities /Colleges that they have enrolled, and third they present it to screening institutions for job market either public or private employer.

2. Project Overview

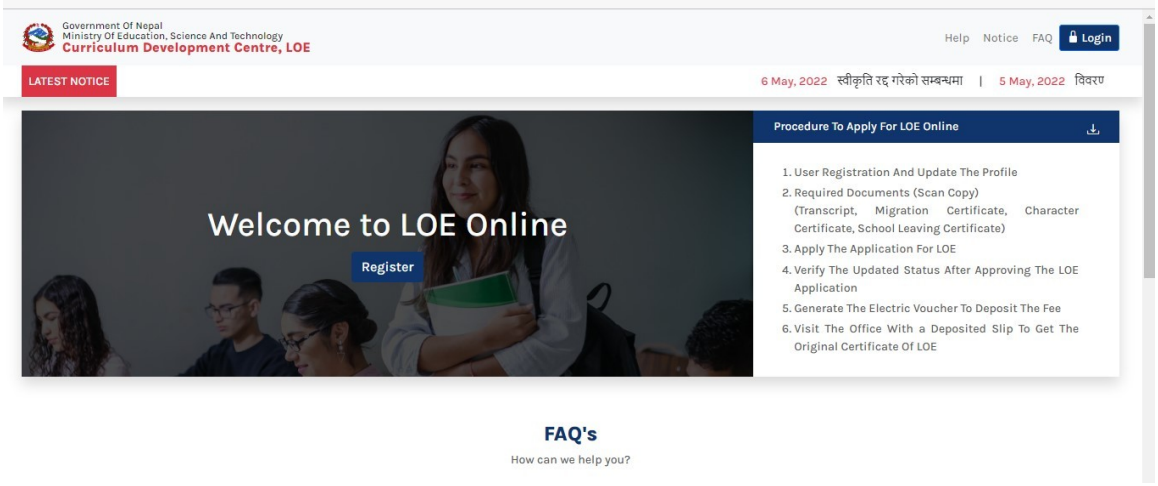
The applicant will apply for LOE through an online system. There will be a web-based online system where the students can register with standard verification model. There will be a multi-part form through which the user will be able to create their profiles which will include the contact information, academic details, basic address. They can also upload their photo and signature (if required).

The application is a comprehensive platform for the students as well as users where they can search colleges, apply online for LOE and generate their bar coded / QR Coded certificate. The fee for the LOE certificate issuance will be charged as per the law, e-payment module will be integrated for the convenience of the user.

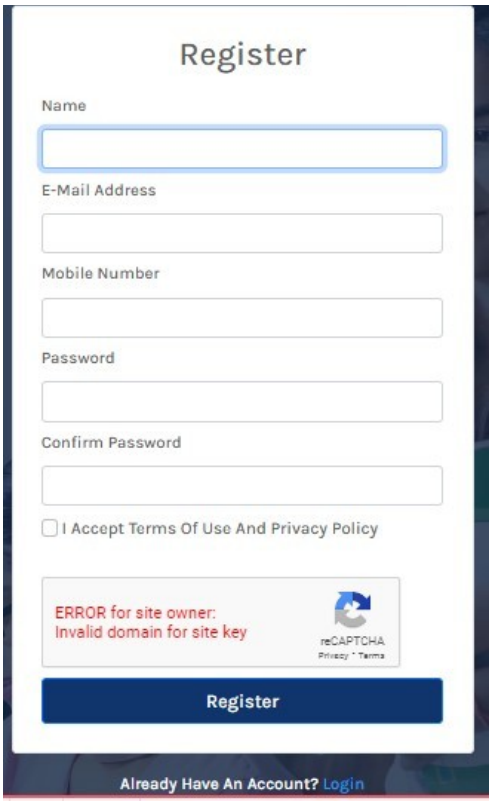
3. Application Login

Login Page

Browse the given link: https://loe.moecdc.gov.np



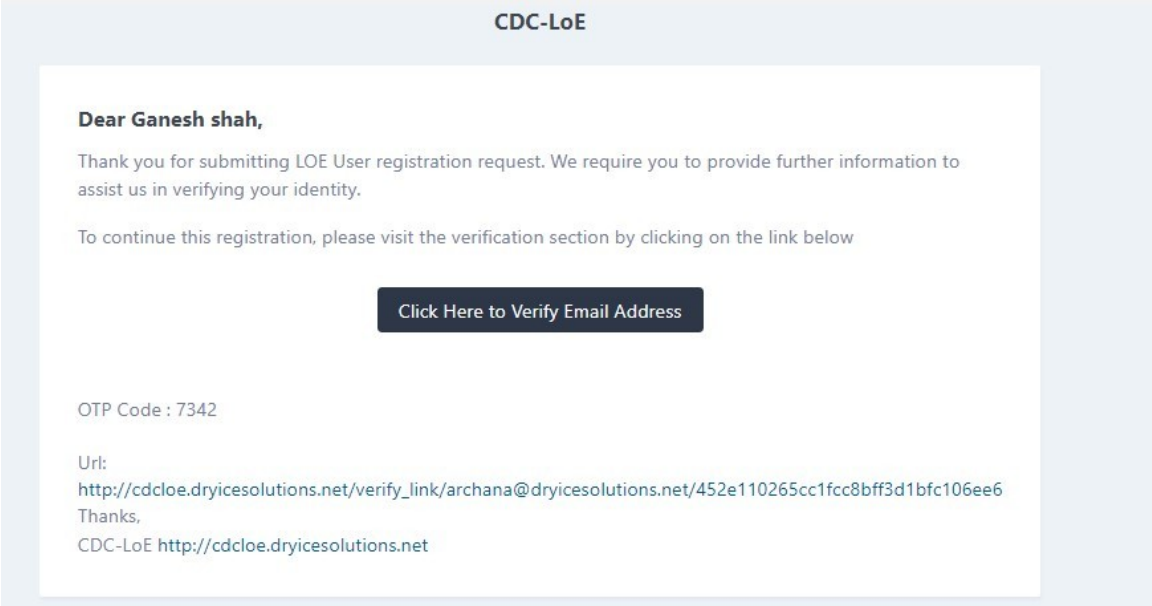
- ☐ Click on Register button to create your account,



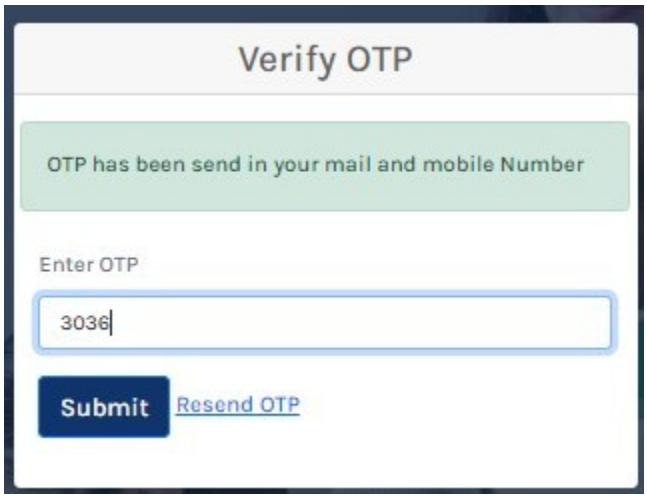
- ☐ Enter your Name
- ☐ Enter the valid email address
- ☐ Enter the valid Mobile Number as the OTP is submitted there for validation
- ☐ Enter the password
- ☐ Confirm the password
- ☐ Check the checkbox of privacy policy
- ☐ Click on register button, and then you would get the registration success message and verification of the email address you entered.
- ☐ Go to your email inbox for email verification

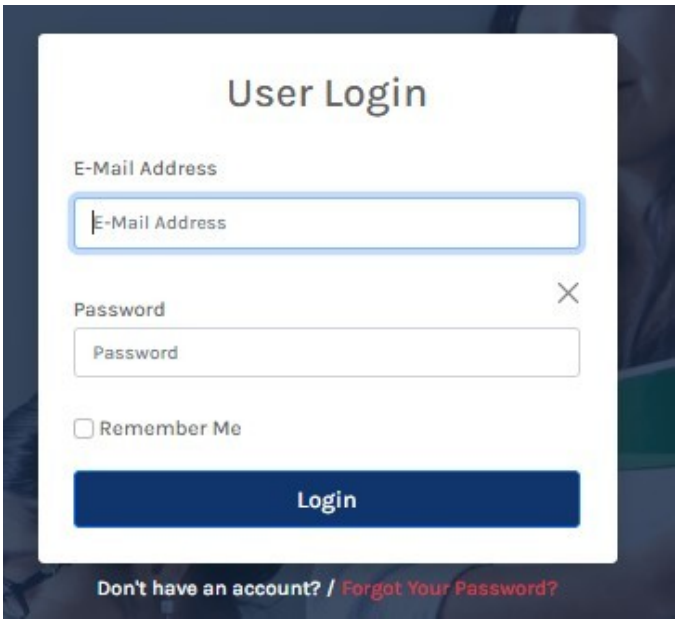
Verify the email address and click on the URL given there

- ☐ You will get the OTP number too



- ☐ Enter the OTP you received.
- ☐ Click on Submit button





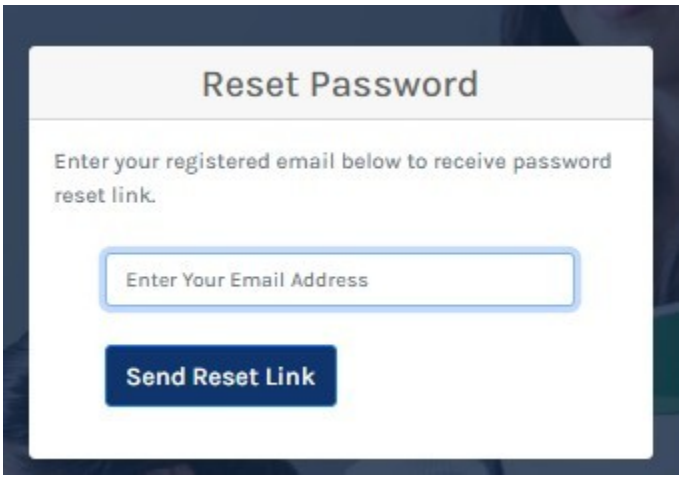
- ☐ Enter the verified email address
- ☐ Enter the valid password
- ☐ Click on Login button

Remember Me

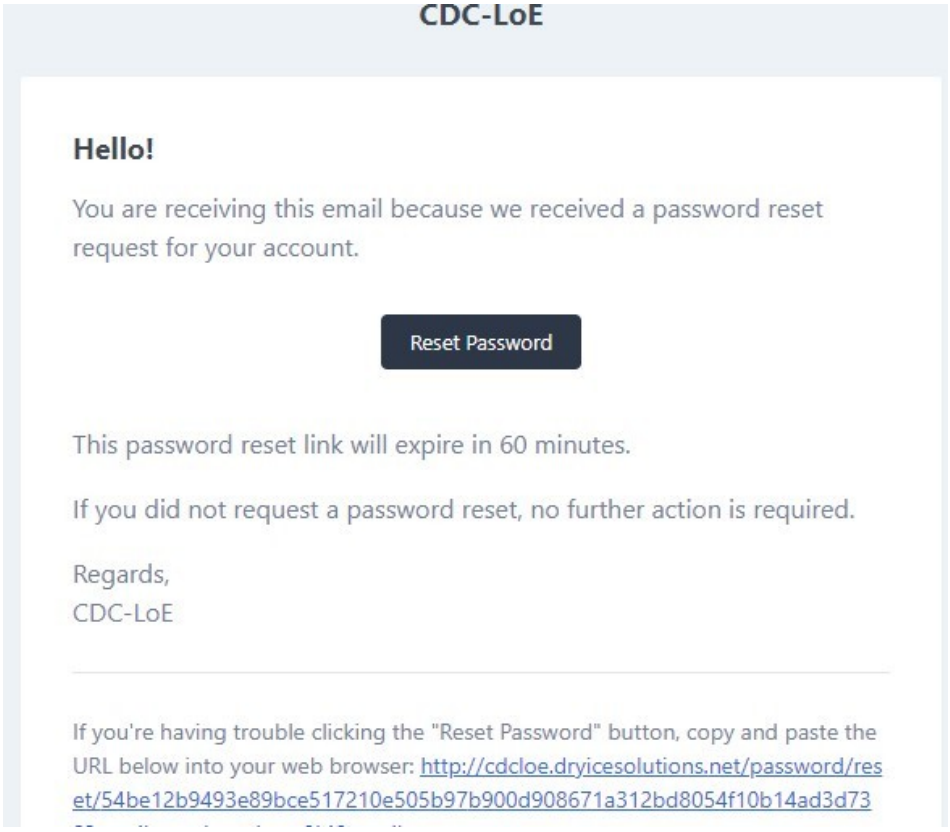
Check the checkbox if you want to remember your entered user ID and password when browsed the link next time and auto logged in into the system until you manually log out from the system and uncheck the checkbox.

Forgot Password

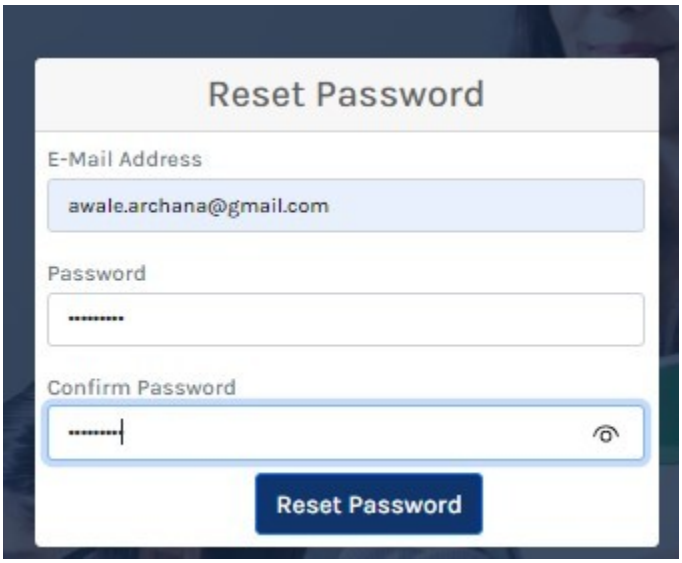
Click on the Forgot Password Link if you have forgot your password and want to reset that again.



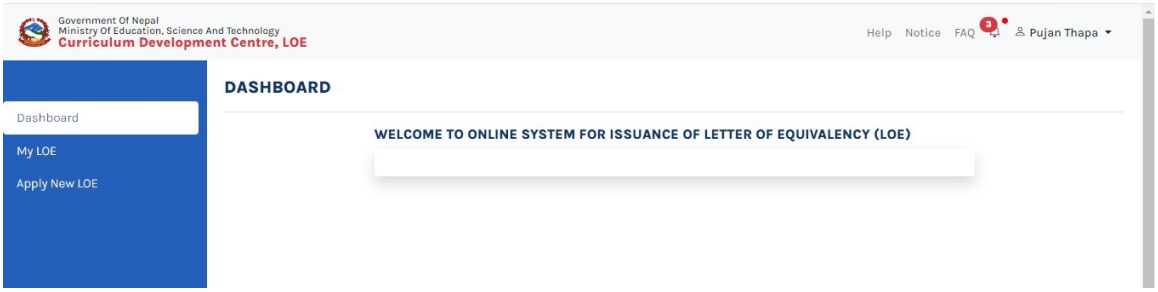
- ☐ Submit the valid email address
- ☐ Click on button



If you forgot to reset the password within the 60 minutes you got the link ,it will expire and you have to reset that again.



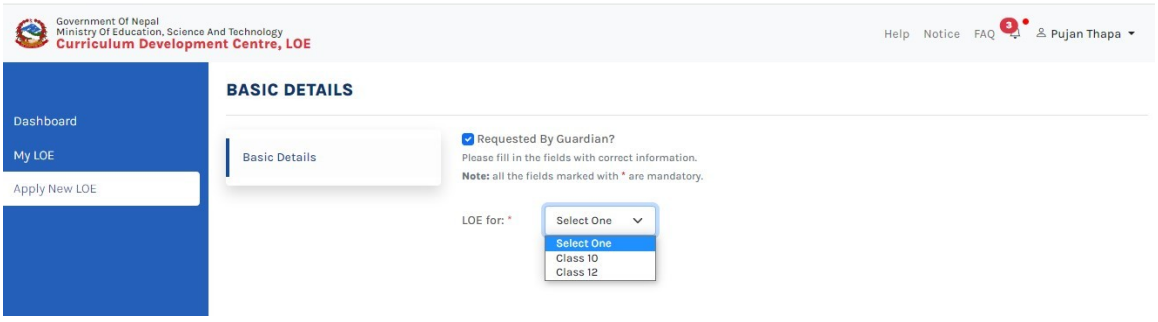
Landing Page – Dashboard

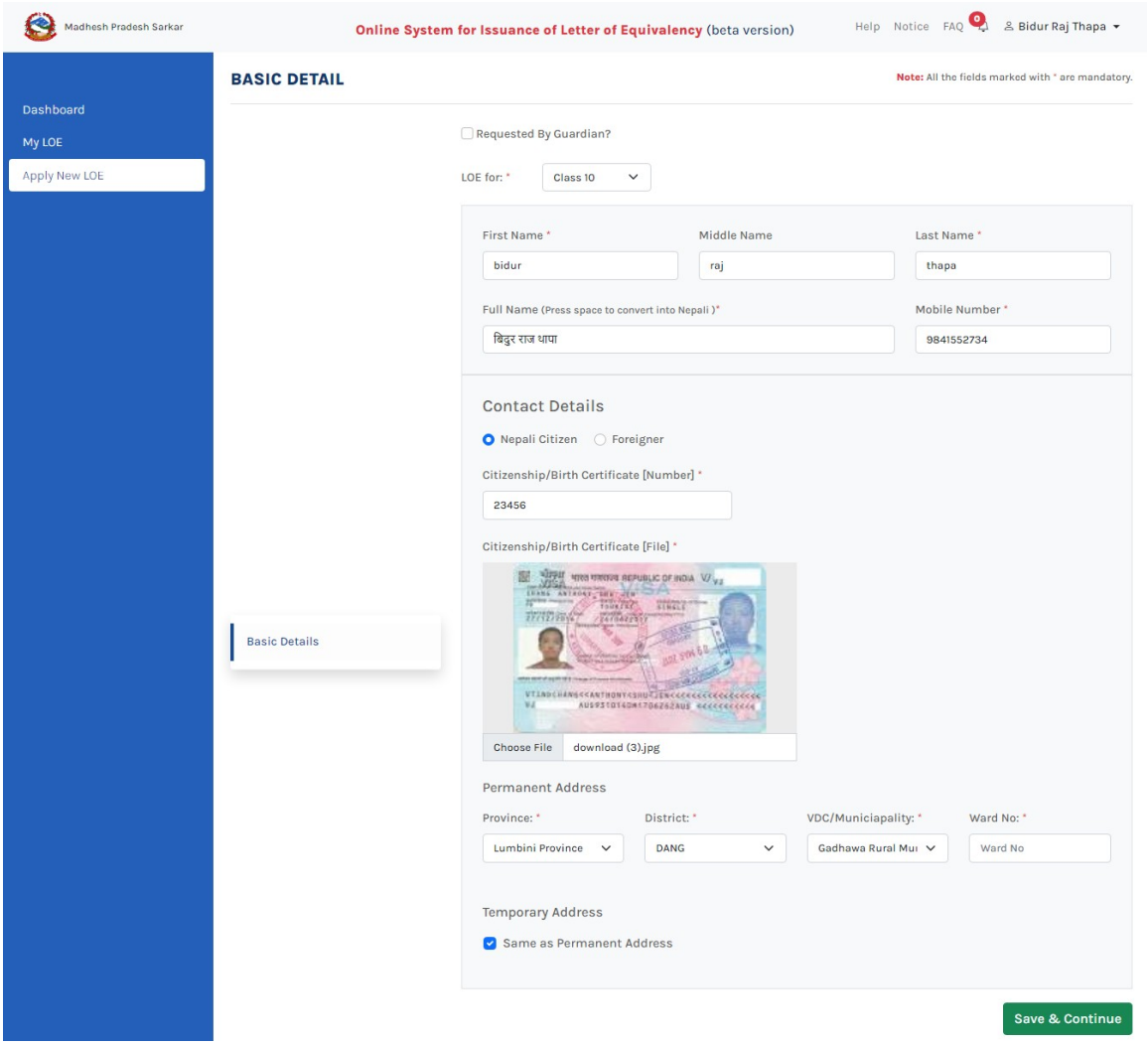


4. Apply for LOE of class 10

Basic Details

Click on **Apply for LOE** button at the top right corner, you will get below window





The applicant him/herself can apply the LOE and the guardians can too apply for LOE for their children.

- ☐ Check the checkbox (Requested by guardian) if you are guardian.
- ☐ Select the class from the dropdown, For now we are applying LOE for class 10
- ☐ First Name and last name are auto populate there
- ☐ Mobile will load from the register page
- ☐ Check the checkbox for Nepali citizen and foreigner

➢ If Nepali Citizen

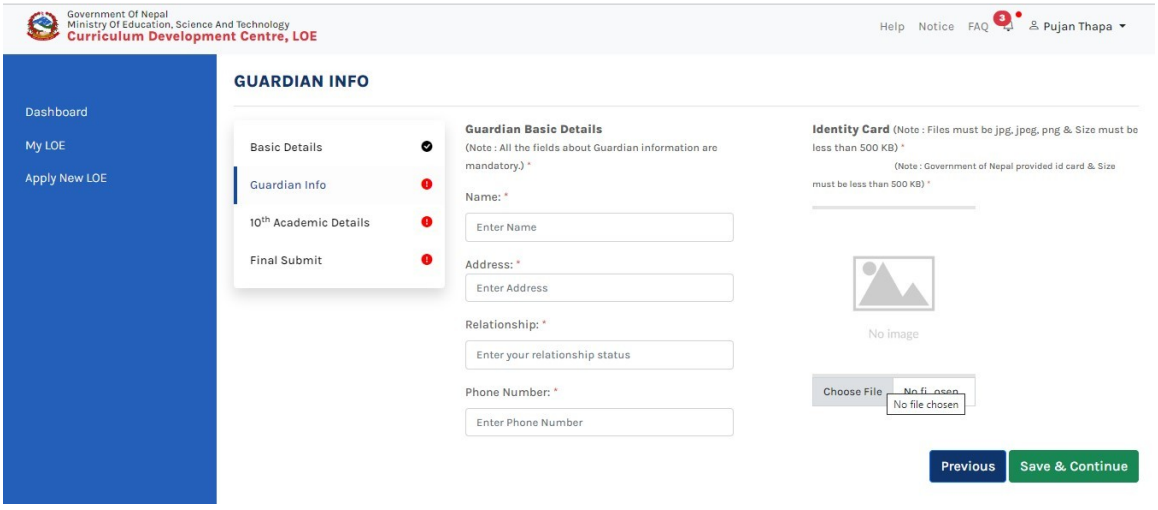
- ☐ Choose the image for citizenship/birth certificate (If you are Nepali citizen)
- ☐ Select the province, district, VDC/Municipality and ward No.
- ☐ Check the checkbox if the both permanent and temporary address are same.

➢ If Foreigner

- ☐ Select country and type the address
- ☐ Upload visa /passport image
- ☐ Click on save and continue button
- ☐ Page redirect into next page
- ☐ You can edit the content my clicking on previous button as well

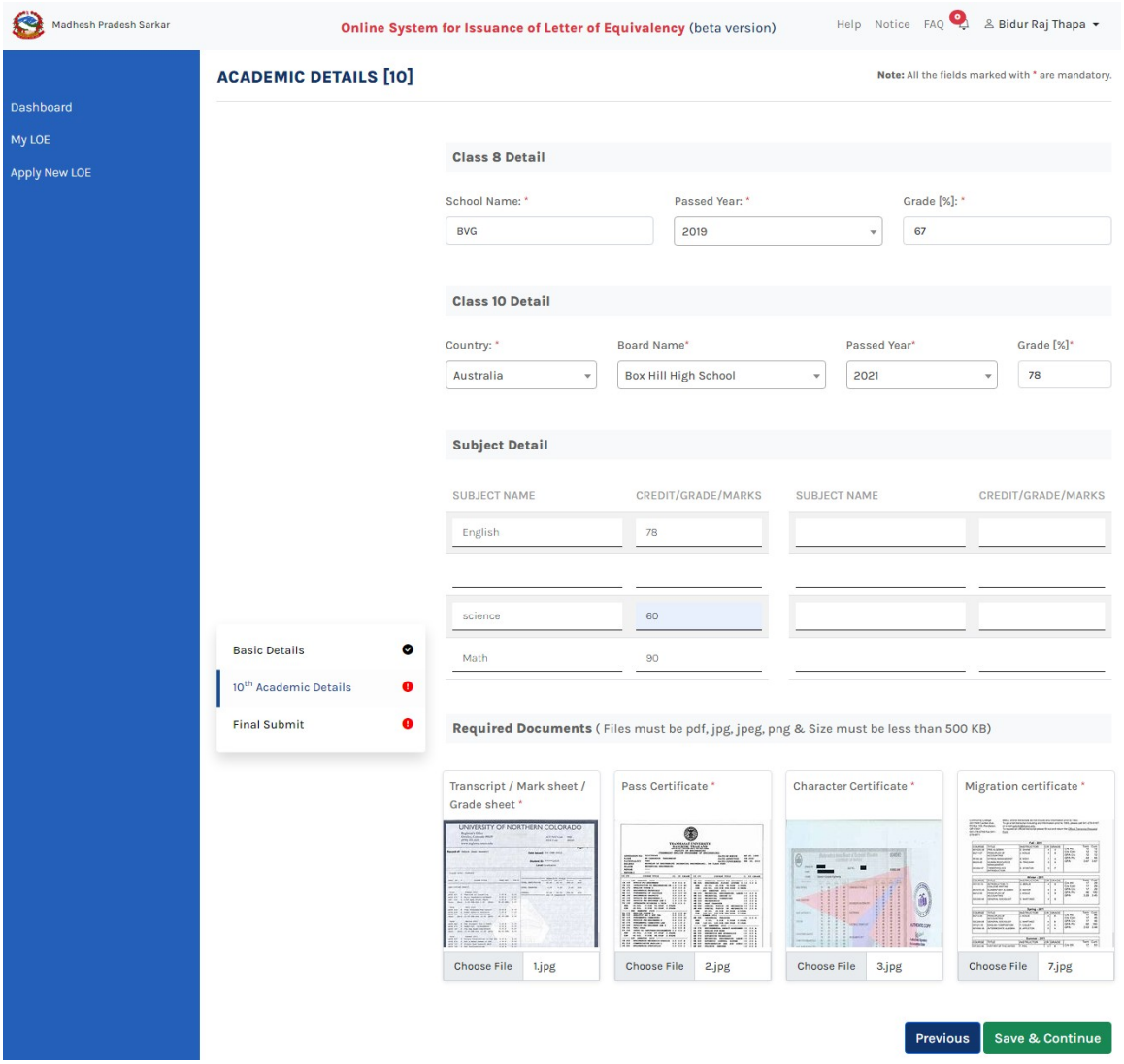
Guardian Information

If you have checked the checkbox i.e requested by guardian ,then this tab will load



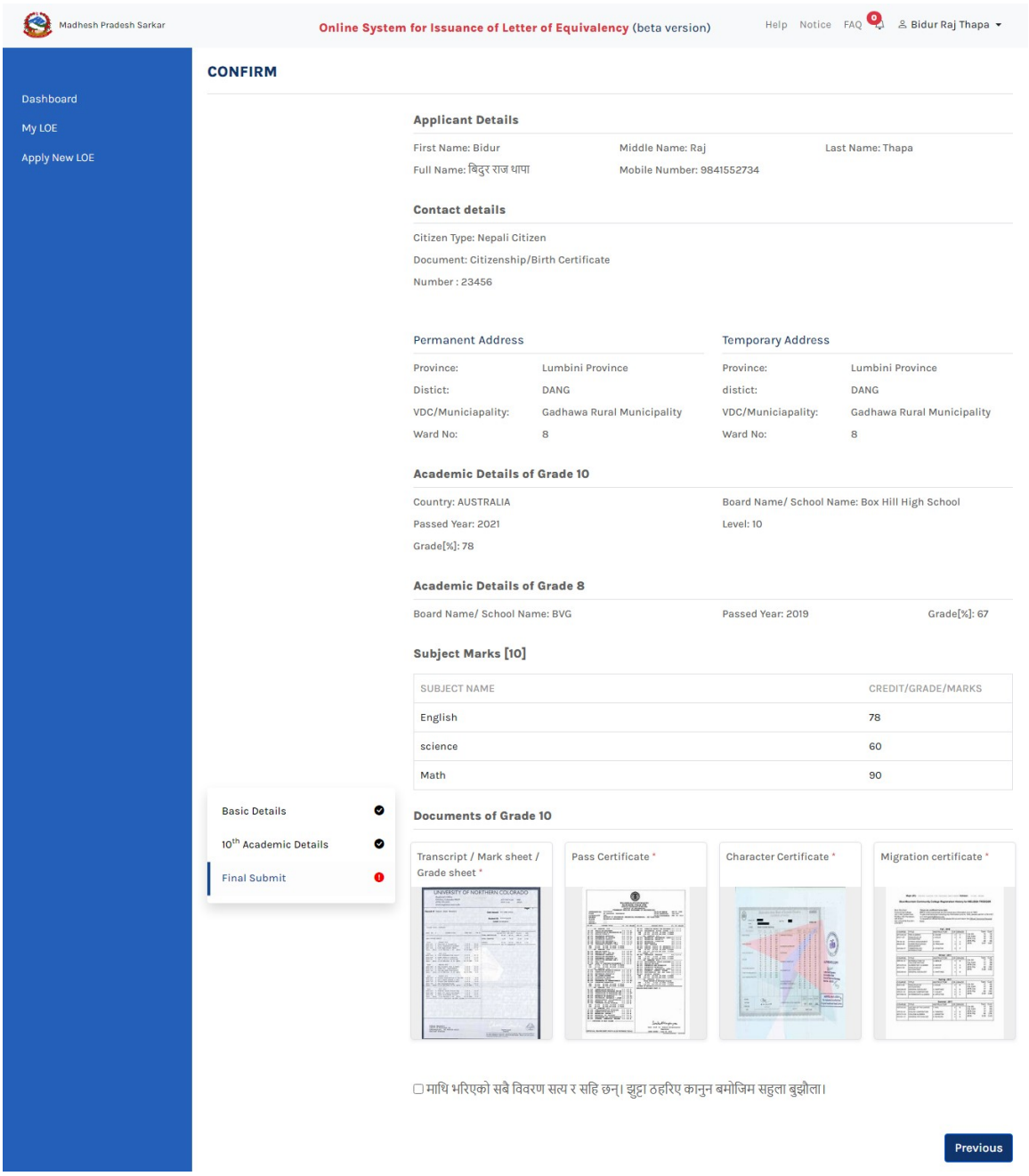
- ☐ Enter all the mandatory fields
- ☐ Click on save and continue button
- ☐ Page redirect into next page
- ☐ Red indicator turns to blue

10 Academic Details



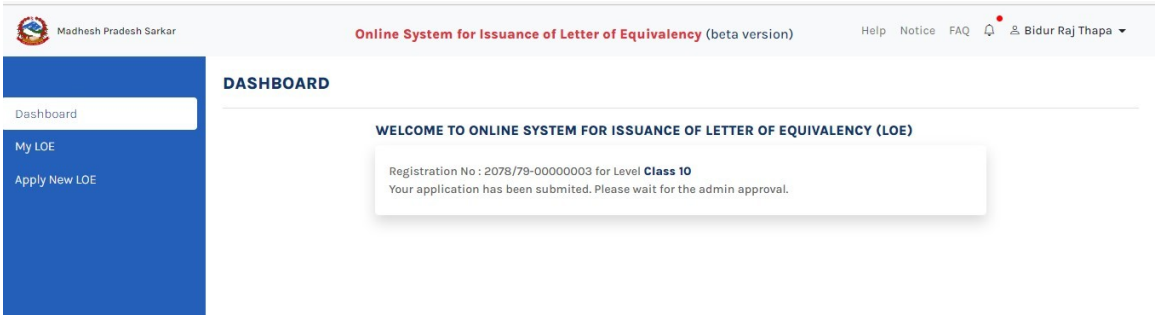
- ☐ Enter the values for class 8 details
- ☐ Enter the class 8 school name ,passed year and %
- ☐ Select the country from where you have passed the 10 grade
- ☐ Board will filter as per the selected country
- ☐ If your required board is nt listed there ,click on new board in the board list
- ☐ If invalid data are entered, it shows the alert message.
- ☐ Enter all the mandatory fields
- ☐ Click on save and continue button to move in next tab.

Final Submit



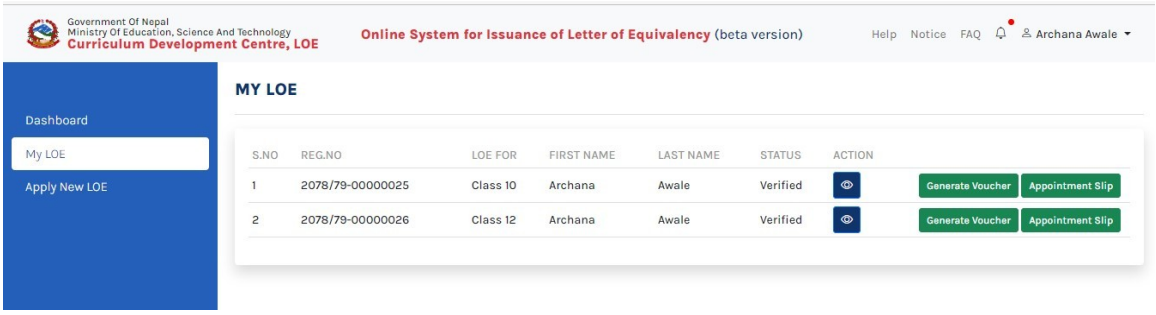
- ☐ Preview all the details you have entered ,do the needful
- ☐ Select the checkbox

- ☐ Click final submit button
- ☐ Confirm the process
- ☐ Page redirect into dashboard with the registration number



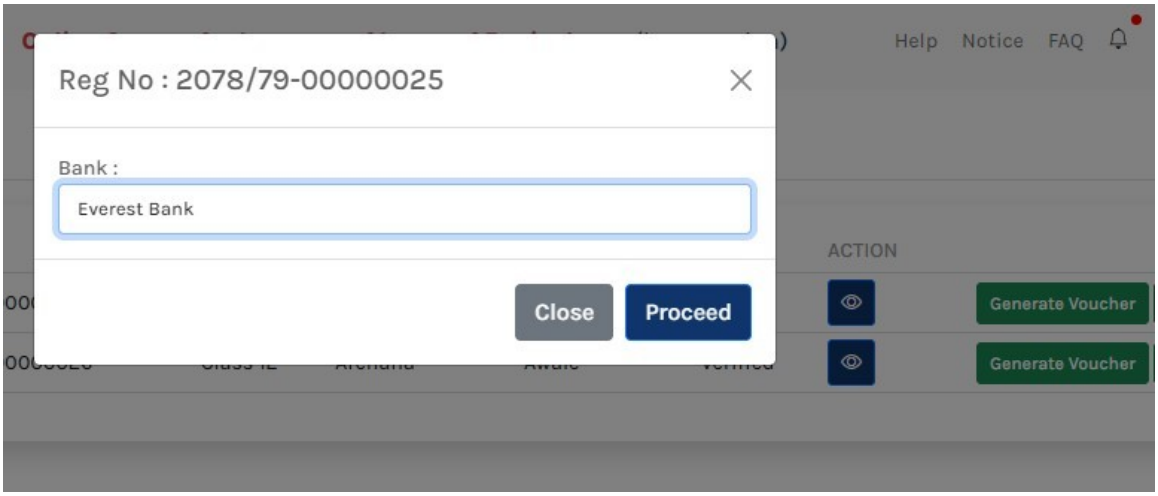
My LOE

Once your application is verified ,you will be notified through email. Click on My LOE tab .



Generate Voucher

- Click on the button generate voucher
- Select the bank
- Click on proceed button to move forward
- You will get the voucher there



2022-06-15 17:11:15

दरखास्त दस्तुर बुझाउने भौचर

नेपाल सरकार
पाठ्यक्रम विकास केन्द्र, समकक्षता

भौचरको विवरण
आर्थिक वर्ष : २०७८/७९
भौचरमिति : २०७९-३-१
कार्यालय : पाठ्यक्रम विकास केन्द्र (३५००२३३०१), समकक्षता,सानोठीमि

राजस्व जम्मा गर्नेको विवरण
भुक्तानीकर्ता संकेत : 2078/79-00000025
नाम : archana awale
फोन : 9841484404

सि नं	शिर्षक विवरण	बापत	रकम	आय वर्ष
१	अन्य प्रसासनिक सेवा शुल्क (१४२२९)		१०००	२०७८/७९
एक हजार रुपैंया मात्र			जम्मा	१०००

रकम भुक्तानी भएको
मिति : २०७९-३-१
बैंक : .
रकम : १०००

Appointment slip

- Click on button appointment slip

नेपाल सरकार
पाठ्यक्रम विकास केन्द्र, समकक्षता
Appointment Slip

Reg No :- 2078/79-00000025

Name:- Archana Awale

LOE For:- Class 10

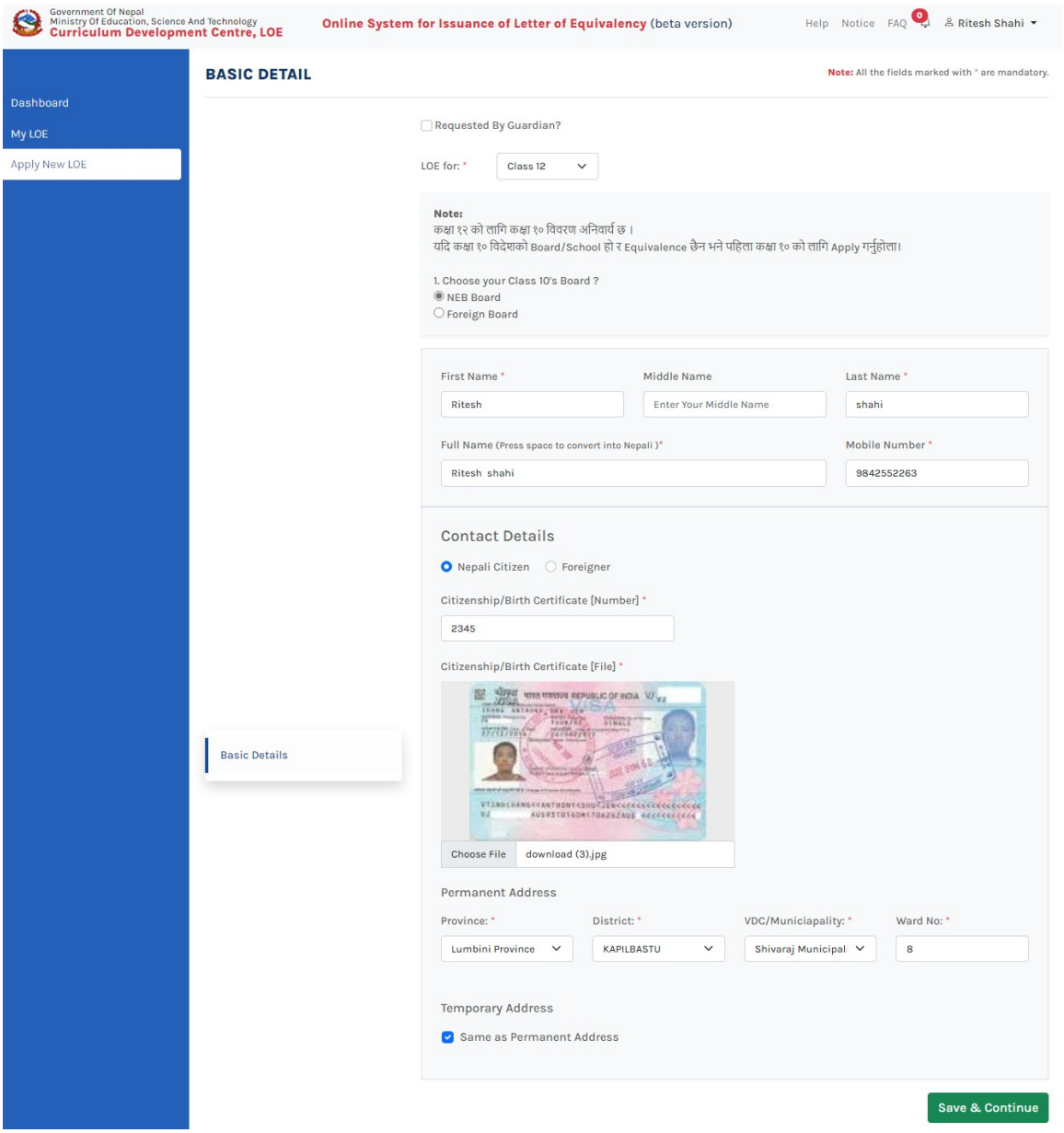
Visit Date:- 2079-03-03

5. Apply for LOE of class 12

If you are applying for LOE of class 12, your grade 10 details is mandatory, If your grade 10 board is foreign, you must get the LOE for grade 10 first, Once you applied for grade 10, then you can proceed for grade 12.

- ☐ Check the checkbox (Requested by guardian) if you are guardian.
- ☐ Select the class from the dropdown, for now we are applying LOE for class 12
- ☐ Choose your class 10 ‘s board

If NEB board the below window will load



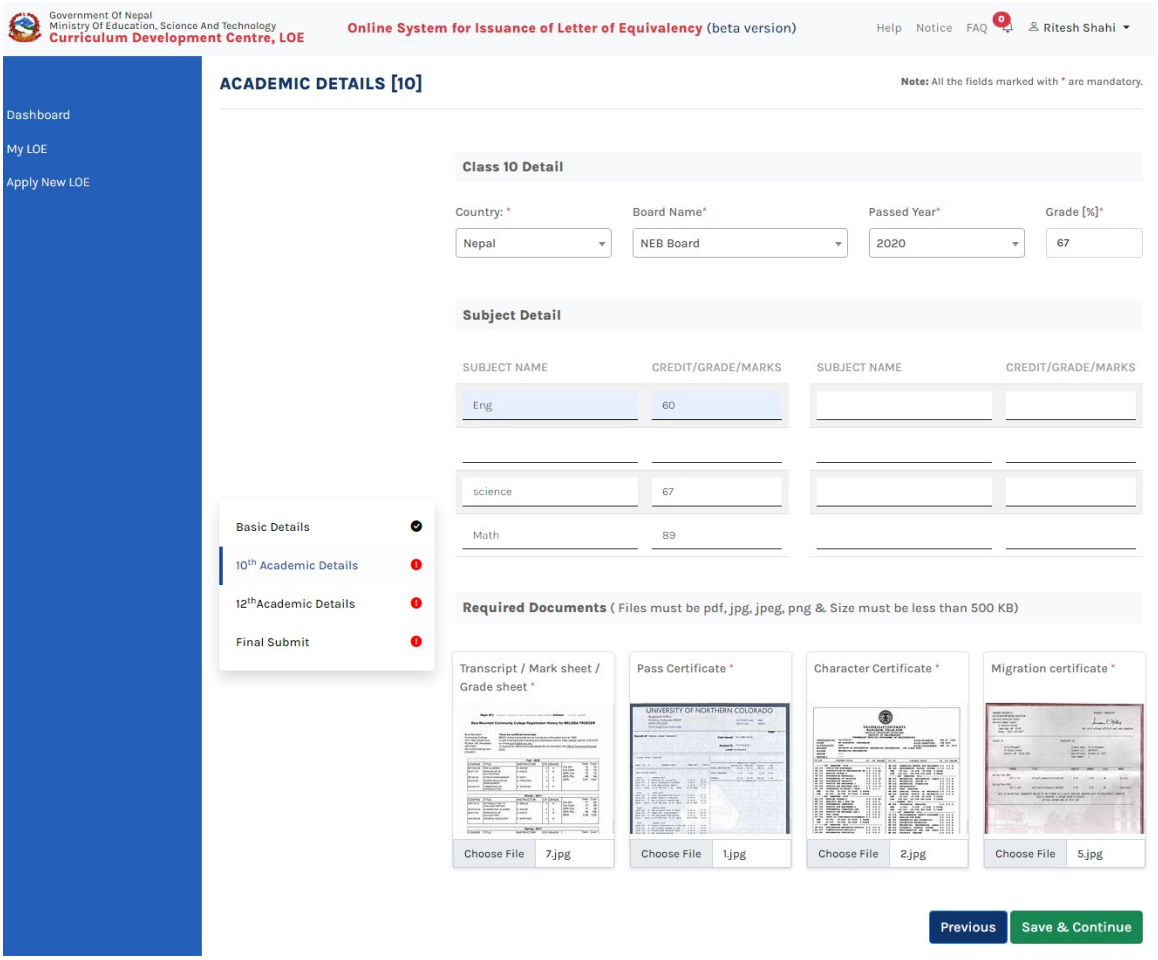
- ☐ First Name, Middle Name, Last Name will auto populate there
- ☐ Check the mobile number you registered
- ☐ Check the checkbox for contact details (Nepali citizen and foreigner)
  - ➢ If Nepali Citizen
- ☐ Choose the image for citizenship/birth certificate (If you are Nepali citizen)

- ☐ Select the province, district, VDC/Municipality and ward No.
- ☐ Check the checkbox if the both permanent and temporary address are same.

  - ➢ If Foreigner

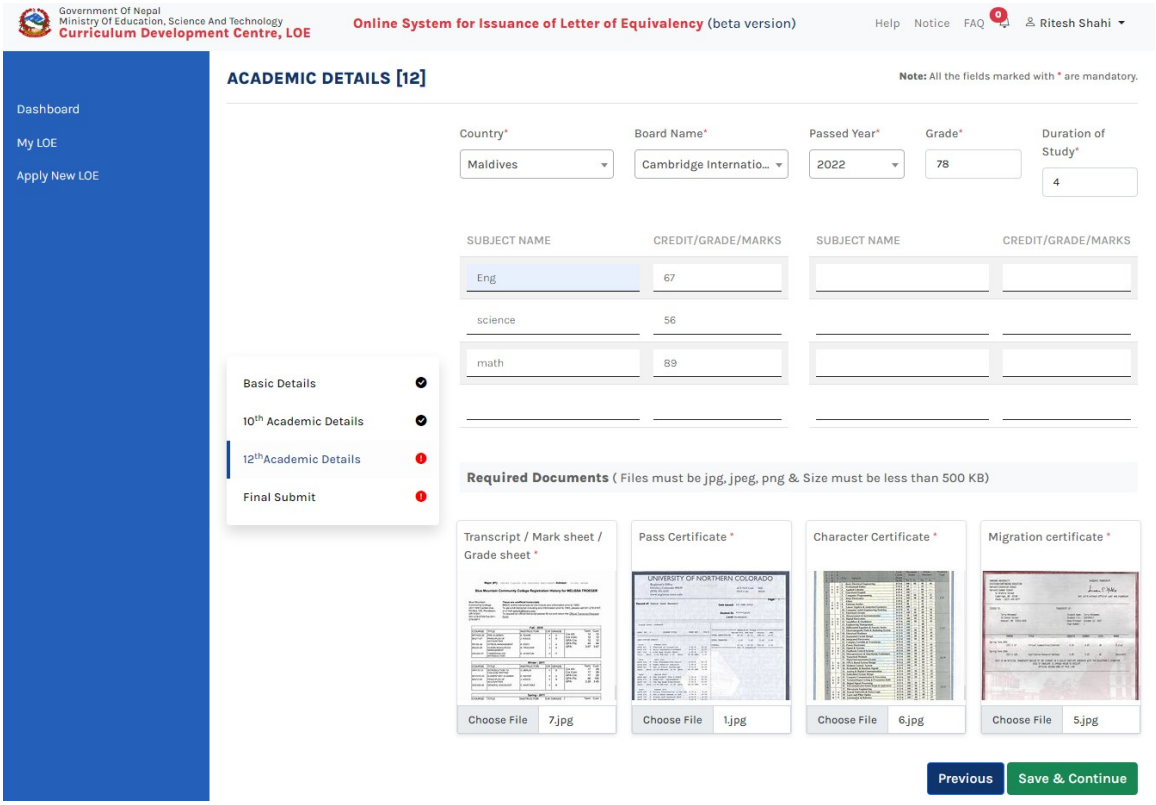
- ☐ Select country and type the address
- ☐ Upload visa /passport image
- ☐ Click on save and continue button
- ☐ Page redirect into next page
- ☐ You can edit the content my clicking on previous button as well

Academic Details 10



- ☐ Select the country from where you have passed the 10th grade
- ☐ Board will filter as per the selected country
- ☐ If your required board is not listed there, click on new board in the board list
- ☐ If invalid data are entered, it shows the alert message.
- ☐ Enter all the mandatory fields
- ☐ Click on save and continue button to move in next tab.

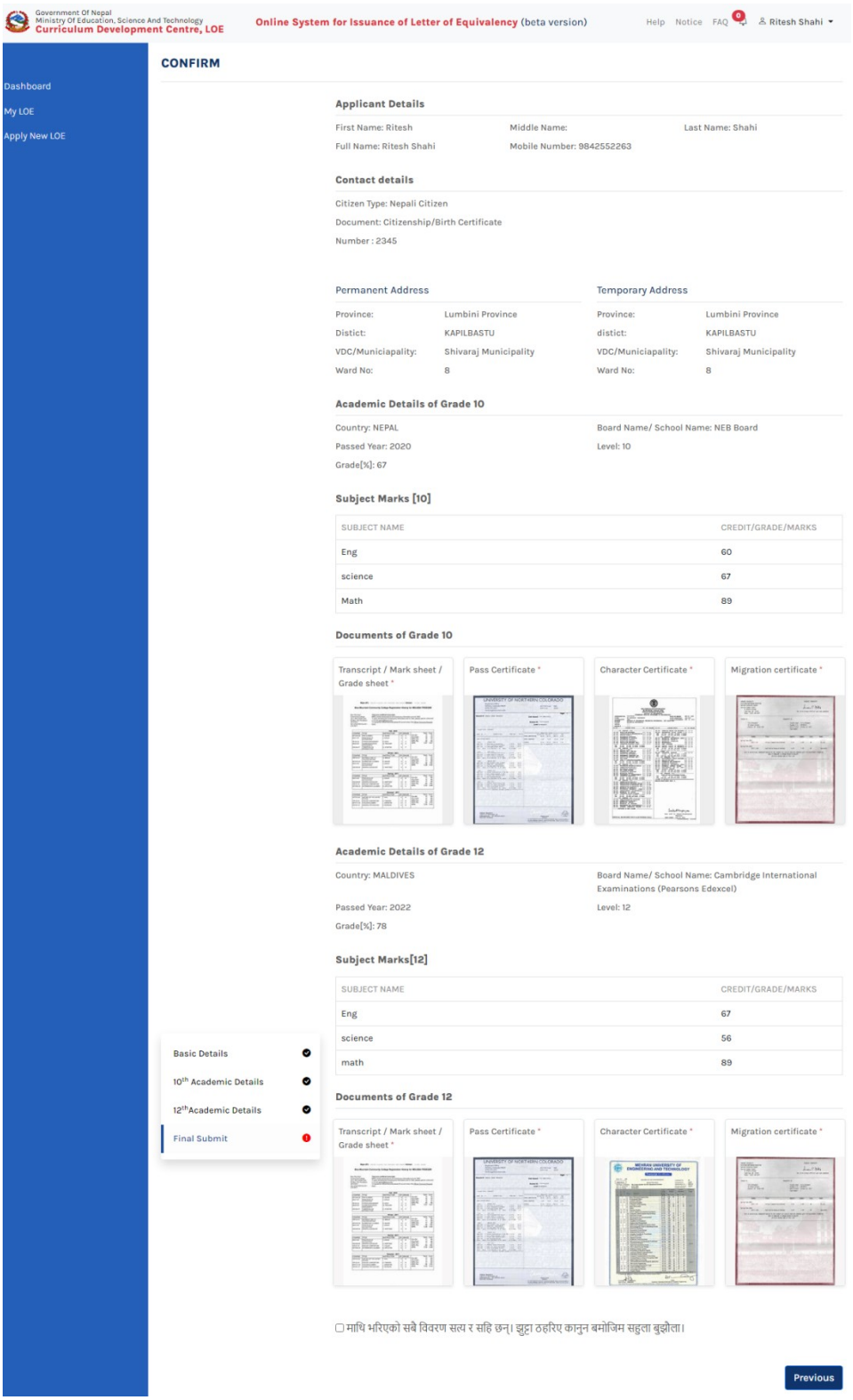
Academic Details 12



- ☐ Select the country
- ☐ Select the board
- ☐ Select the pass year
- ☐ Enter the grade
- ☐ Enter the duration of study
- ☐ Enter the subject you had appeared with the credit/marks

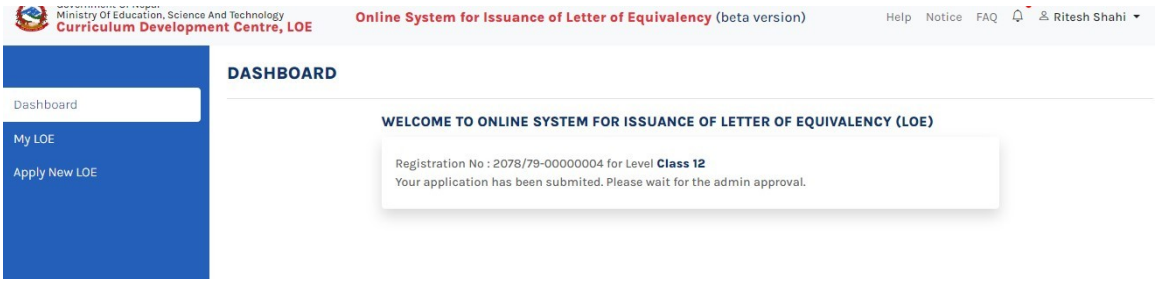
- ☐ Upload the required documents

Final Submit



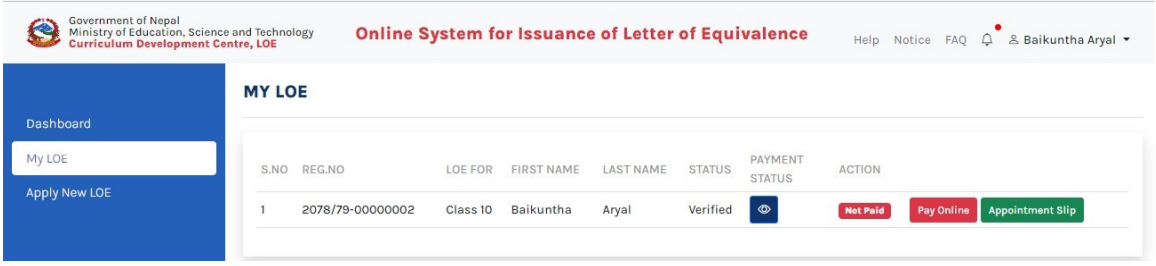
Preview all the data we have entered and do the correction if required

- ☐ Check the checkbox
- ☐ Click on final submit button



My LOE

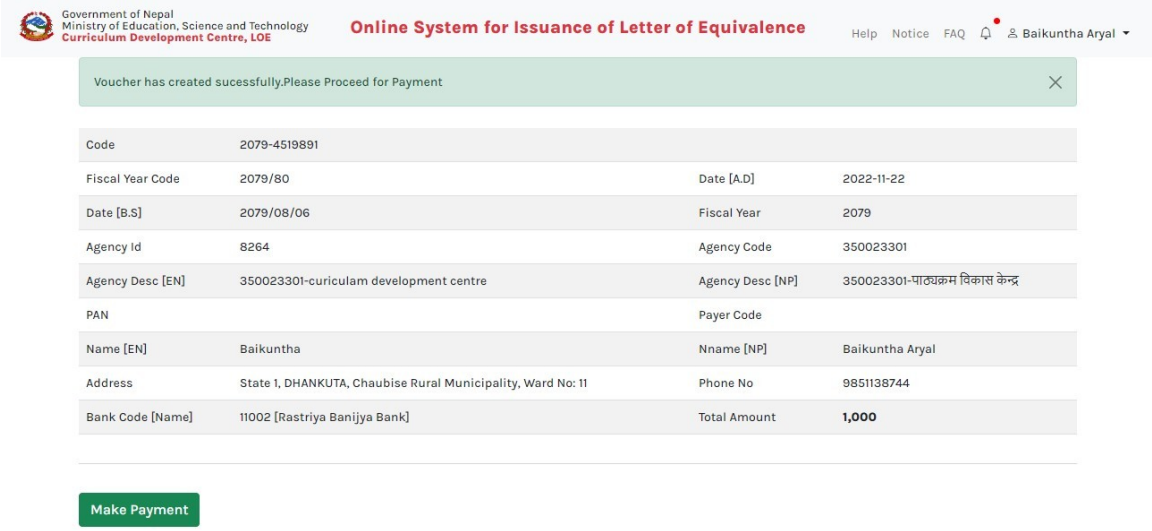
Once your application is verified ,you will be notified through email. Click on My LOE tab .



Pay Online

- Click on the button Pay online

The page is forward to



Click on Make payment button for the payment

Appointment slip

- Click on button appointment slip

नेपाल सरकार
पाठ्यक्रम विकास केन्द्र, समकक्षता
Appointment Slip

Reg No :- 2078/79-00000002

Name:- Baikuntha Aryal

LOE For:- Class 10

Visit Date:- 2079-04-30

Note:-कार्यालय खुल्ने समय ३ बजे सम्म मात्र।

IMPORTANT NOTE

The completion of this user manual requires development of all modules with UI implementation. Since the agile approach of development methodology allows iterations of development, this user manual is subjected to update under such change. Thus, the incremental updates will be included in this user manual until the software is implemented

🏝 The End 🏝