

Guidelines for using RCVD Portal

- ▶ Go to www.rcvd.rw website
- ▶ Then Click on Portal Menu



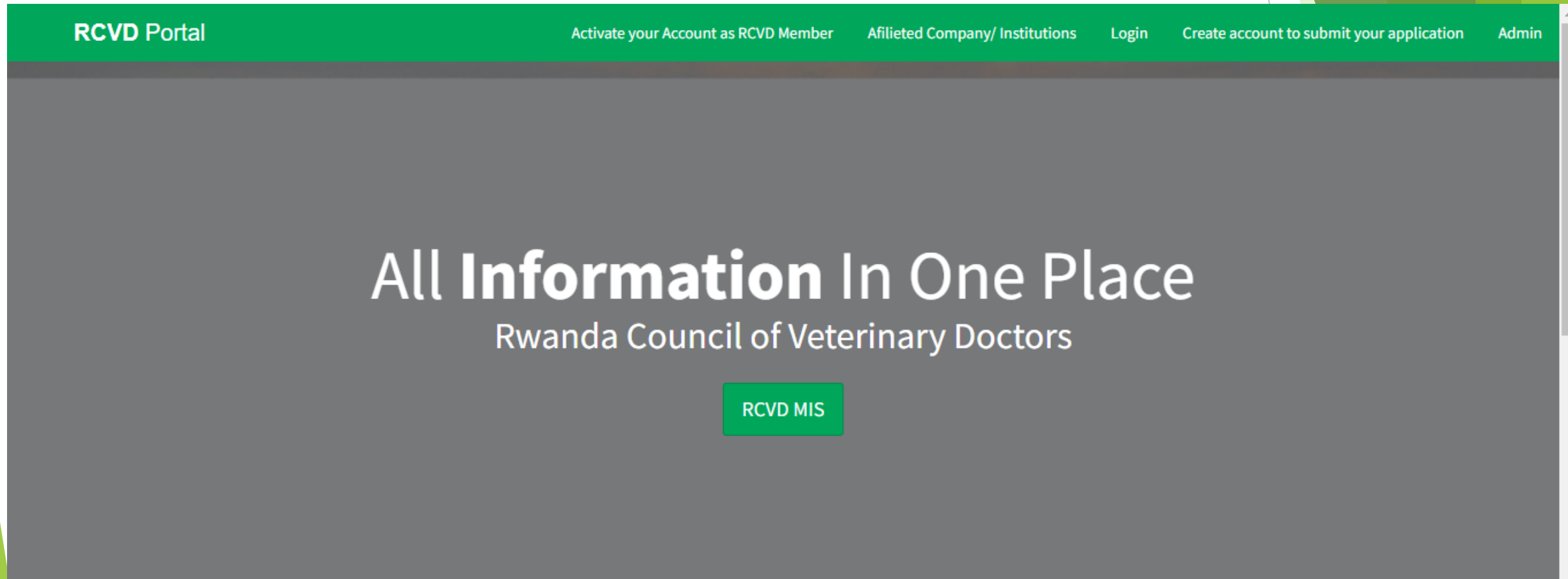
The screenshot shows the homepage of the Rwanda Council of Veterinary Doctors (RCVD). On the left is the RCVD logo, a shield with a caduceus and the text "RWANDA COUNCIL of VETERINARY DOCTORS". To the right of the logo is a large banner image of a herd of cattle with long horns. Overlaid on the banner is the text "Click here for a list of 2022 Active Licensed Veterinarians". Above the banner, a navigation menu includes "Portal", "Complaint Form", "Contact Us", "Mail", and "User Login". A black arrow points from the "Portal" menu item down to the banner. Below the banner is a search bar with the text "Search" and a magnifying glass icon. At the bottom of the page is a green navigation bar with the following menu items: HOME, ABOUT US, REGISTRATION, LICENSING, CPD, INSPECTION, PUBLICATIONS, and PROJECTS.

Portal Complaint Form Contact Us Mail User Login
Click on Portal menu(Kanda kuri menu ya Portal)

Click here for a list of 2022 Active Licensed Veterinarians

HOME ABOUT US REGISTRATION LICENSING CPD INSPECTION PUBLICATIONS PROJECTS

Portal Display with different menus



The screenshot displays the RCVD Portal website. At the top, a green navigation bar contains the text "RCVD Portal" on the left and a series of links: "Activate your Account as RCVD Member", "Afilieted Company/ Institutions", "Login", "Create account to submit your application", and "Admin". Below the navigation bar is a large grey banner with the text "All Information In One Place" in a large white font, followed by "Rwanda Council of Veterinary Doctors" in a smaller white font. A green button with the text "RCVD MIS" is centered below the banner. The background of the banner is a dark grey gradient.

RCVD Portal

Activate your Account as RCVD Member

Afilieted Company/ Institutions

Login

Create account to submit your application

Admin

All Information In One Place

Rwanda Council of Veterinary Doctors

RCVD MIS

Note: Carefully Read the Instructions Below

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Rwanda Council of Veterinary Doctors was established by Law NO 56/2013 of 09/08/2013 (Official Gazette no 42 of 21/10/2013).

The veterinary profession include more particularly the following:

- Curative and preventive veterinary medicine;
- Animal reproductive;
- Veterinary pharmacy practice and use of inputs and livestock equipment;
- Hygiene and quality of animal products;
- Wild animal medicine.

Contact:

- B.P.: 2949 Kigali-Rwanda
- Tel: (+250) 788883525
- Email: rwandaveterinarycouncil@gmail.org or info@rcvd.rw



Application instructions:

Step 1 : Payment of required fees though Bank Account:00040-0653033-35. BANK of Kigali

Step 2 : You need first to create an account if your are new and you want to apply for membership or to activate your account if you are RCVD member

Step 3 :Go to top navigation menus and choose menu according to your status

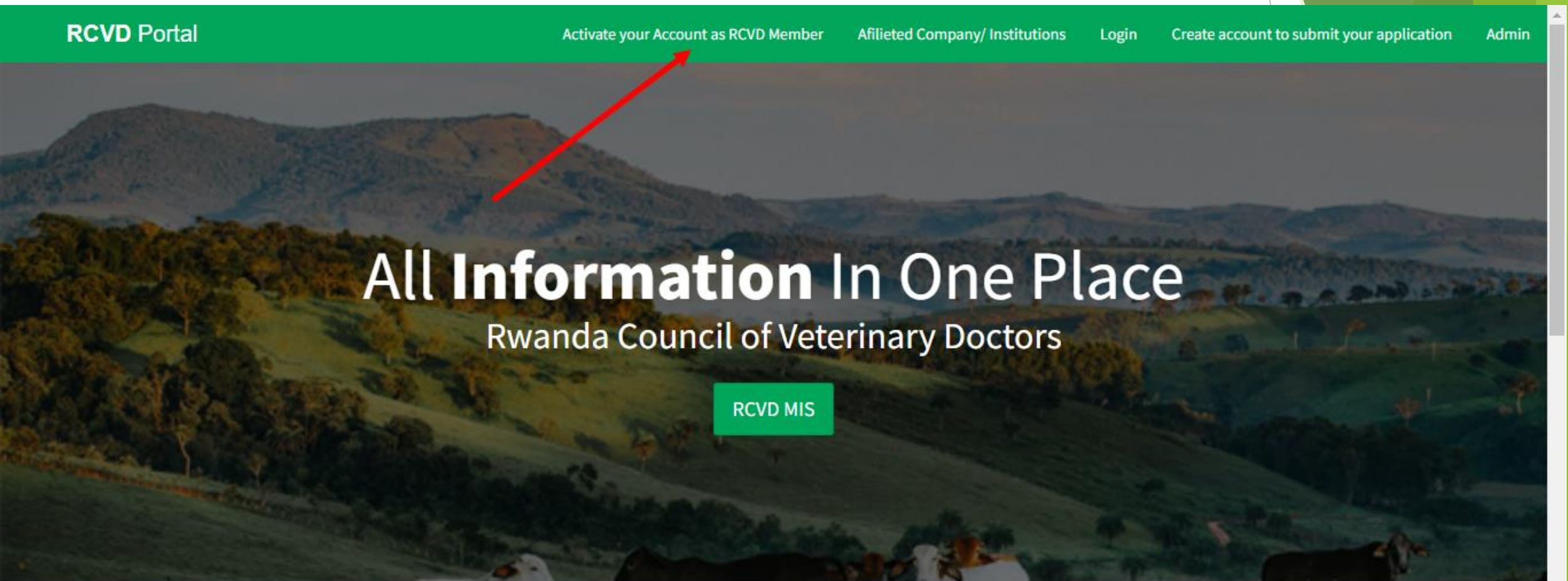
Step 4 :Create account by Filling the profile form using your active email

Step 5 :Once you have created an account, proceed with log in and continue your application

Step 6 :After Filling your Bio and education background information, make sure you have these compulsory documents as they are required for the system to accept your application:

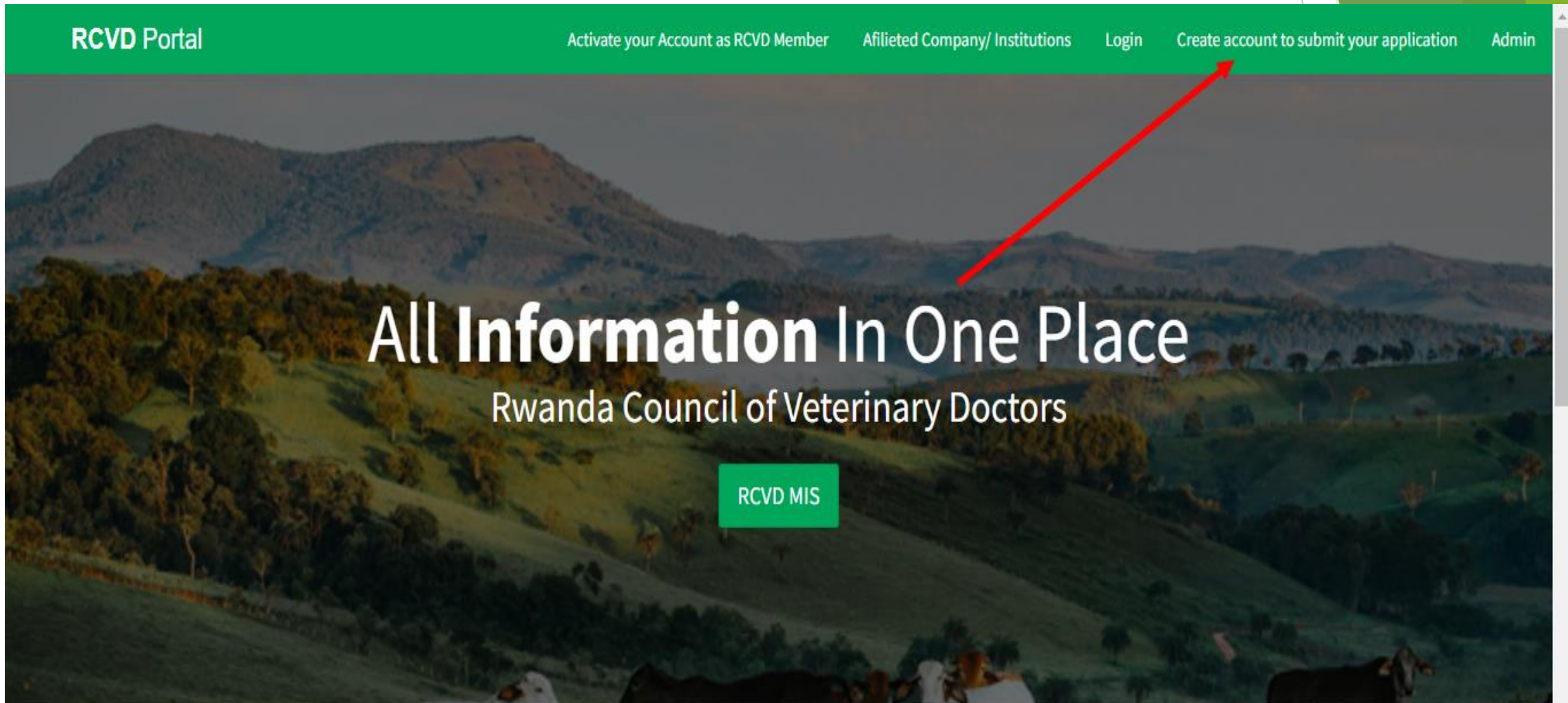
- **Recent Passport Photo**
- **Hand written application letter**
- **Copy of the ID page of Passport or copy of the National ID card**
- **Registrable degree in veterinary medicine and its translation, if applicable**
- **Proof of payment of a non-refundable registration fee**

Activate Account for existing Member



Note: Carefully Read the Instructions Below

Create Account For new Member



The screenshot shows the RCVD Portal website. At the top, there is a green navigation bar with the following links: "RCVD Portal", "Activate your Account as RCVD Member", "Afilieted Company/ Institutions", "Login", "Create account to submit your application", and "Admin". A red arrow points to the "Create account to submit your application" link. Below the navigation bar is a large banner image of a rural landscape with hills and trees. The banner contains the text "All Information In One Place" and "Rwanda Council of Veterinary Doctors". A green button labeled "RCVD MIS" is positioned in the lower center of the banner.

RCVD Portal

Activate your Account as RCVD Member

Afilieted Company/ Institutions

Login

Create account to submit your application

Admin

All Information In One Place

Rwanda Council of Veterinary Doctors


RCVD MIS

Activate Account by Entering Registration number For


Example using **1002614**

RCVD Portal

Account Activation
Gukora Konti kubanyamuryango
Basanzwe mu rugagaga

Enter registration Number 

Injiza numero wiyandikishirijeho mu rugaga

Confirm registration Number 

Emeza numero wiyandikishirijeho mu rugaga
I forgot my password

[Sign In](#)

Then member updating profile

Welcome **Christiane TWAMUGIZE**

Your Member ID is: **2139815**

- Edit Profile
- My Applications
- Mailbox
- Settings
- Logout

i In this dashboard you are able to update your profile and activate your account on this platform and many more. Got a question? Do not hesitate to drop us a mail. **x**

You can activate your account by updating your profile [here](#)

[Activate](#)

Then member updating profile

Your Registration Number is
: 2139815

 Edit Profile

 My Applications

 Mailbox

 Settings

 Logout

Edit my Profile **UZUZA IBIBURA MU BIKURANGA**

RCVD Registration Number

2139815

First Name

Christiane

Last Name

TWAMUGIZE


National ID/Passport

admin

Email

Email *

Date Of Birth

mm/dd/yyyy 

Age

Highest Qualification

.....

Your Phone Number

;0788644544

Select Province 

Select District 

select Sector 

Your Cell

Your Village

RCVD Member Status

Active Member

You are Registered under Category of :

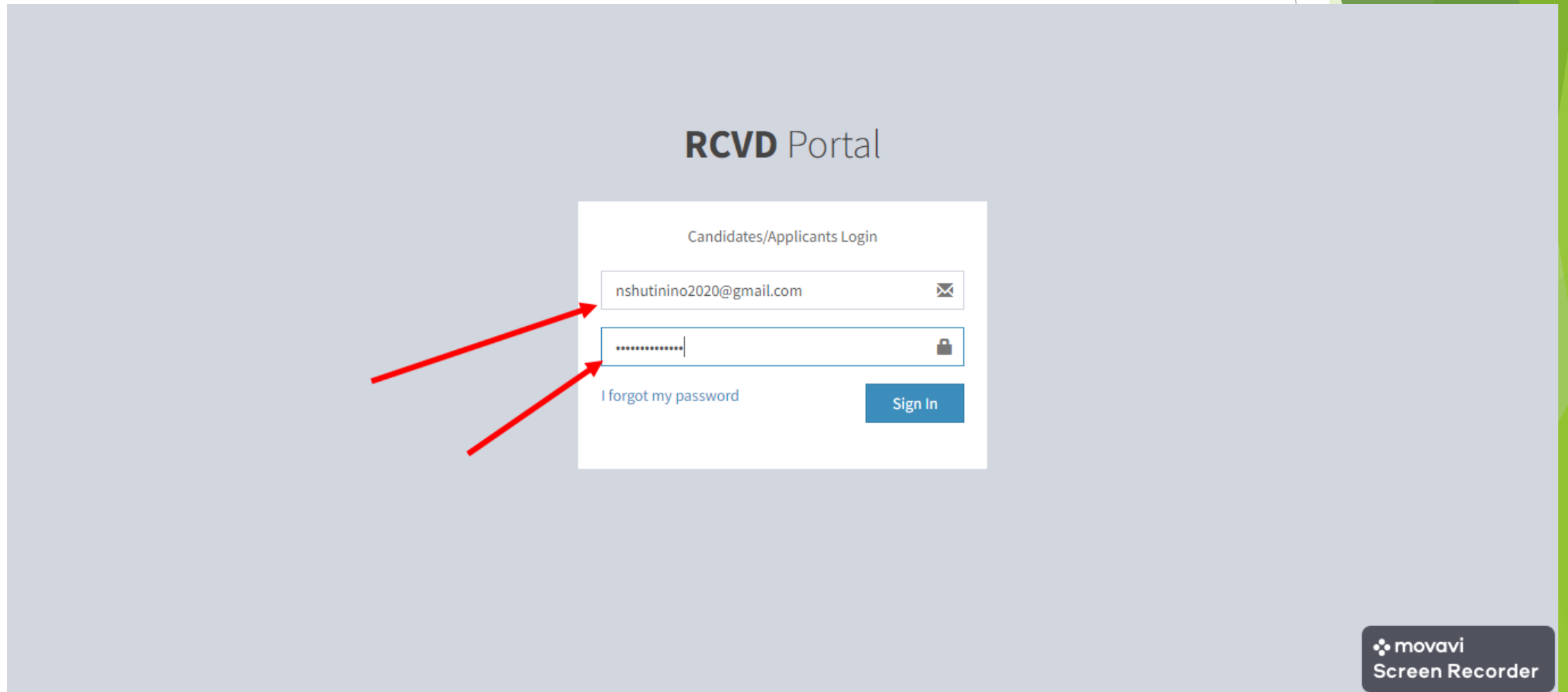
Veterinary Technicians

Enter Skills

Your ID or Passport - File Format PDF Only!

Choose File No file chosen

Then after updating member login into portal



After updating profile member Uploading All necessary information for licensing and Registration

Welcome **Niyonshuti Noel**

- My Dashboard **Ikibaho**
- Edit Profile
- My Applications **Gusaba kwanjye**
- My Registration Certificate
- Apply for Registration Certificate **Saba kwiwandikisha**
- Apply for License **Saba uruhushya Rwo kuba umunyamuryango**
- Mailbox
- Settings
- Logout

Overview

i In this dashboard you are able to change your account settings, apply for registration certificate, apply for license and many more. Got a question? Do not hesitate to drop us a mail.

Dear **Niyonshuti Noel**

Thank you for your interest for joining **Rwanda Council of Veterinary Doctors**. Because of the number of applications being processed by this office, it will not be possible to acknowledge receipt of each application . However, we are pleased to have your application on file and it will be reviewed for next steps

Your application will not be complete until all required documents are submitted. Failure to do so will delay the processing of your application

Note : Remember to click logout before you leave the computer.

Recent Applications

Below you will find licenses and certificates you have applied for

[Empty list area]

When you apply for registration, you are typically asked to complete an application form after uploading the required documents .
Iyo usabye kwiwandikisha, mubisanzwe urasabwa kuzuza urupapuro rwabigenewe nyuma yo kohereza ibyangombwa bisabwa byose.

Note! When you apply for registration, you are typically asked to complete an application form after uploading the required documents .

National ID card/Passport	Degree	Proof of payment	Photo passport size(160x160 pixels 2MB)	Hand written application letter
Not available ! Please upload Click here	Not available ! Please upload Click here	Not available ! Please upload Click here	Not available ! Please upload Click here	Not available ! Please upload Click here

Your Reference Number is : **2**

Registration-Application Form

I. APPLICANT'S GENERAL INFORMATION

National ID	<input type="text" value="nshutinino2020@g"/>		
Firstname	<input type="text" value="Niyonshuti"/>	Lastname	<input type="text" value="Noel"/>
Email	<input type="text" value="nshutinino2020@gmail.com"/>		Sex
Date of Birth	<input type="text" value="mm/dd/yyyy"/>	Phone number	<input type="text" value="Your Telephone Number"/>
Address	<input type="text" value="Enter your place of birth"/>		
Nationality	<input type="text" value="Rwanda"/>		
Password	<input type="text" value="you have it already!"/>		
Civil Status	<input type="text" value="Single"/>	Contact No.	<input type="text" value="0788739110"/>
Permanent Address	<input type="text"/>		

Cont....

Permanent Address

Province

District

Sector

II. ACADEMIC AND PROFESSIONAL BACKGROUND

Secondary

Discipline or Programme Year of Completion

Teaching Institution

Pre-University

Discipline or Programme Year of Completion

Teaching Institution

University

Discipline or Programme Year of Completion

Teaching Institution

Cont.....

University

Discipline or Programme **Year of Completion**

Teaching Institution

Your Category of Registration

Veterinary Doctors **Zootechnicians**
Veterinary Technicians

Spoken Languages **Written Languages**

1.Kinyarwanda **1.Kinyarwanda**
 2.English **2.English**
 3.French **3.French**
 4.Swahili **4.Swahili**

I, **Noel Niyonshuti**, having the requisite skills and knowledge and being the person of good character with no convictions in any jurisdiction which renders me unfit to practise veterinary medicine and not an un-discharged bankrupt, confirm that I wish to apply for the Registration as a member of the Rwanda Council of Veterinary Doctors.
I confirm that the information provided on, and with this application, is truthful.

For Licensing Complete information When you

apply for License, you are typically asked to complete an License application form after uploading the required documents . (Iyo usabye uruhushya, mubisanzwe urasabwa kuzuza urupapuro rwabigenewe nyuma yo kohereza ibyangombwa bisabwa.)

- ▶ NB : members are not allowed to select more than 3 practice areas and for the one who chooses Vet Pharmacy, not be allowed to choose vet Clinic
- ▶ abanyamuryango ntibemerewe guhitamo ahantu ho gukorera harenga 3 kandi kubahisemo Farumasi ya Vet, ntibemerewe guhitamo Ivuriro ry'amatungo.

When you apply for registration, you are typically asked to complete an application form after uploading the required documents .

Iyo usabye kwiwandikisha, mubisanzwe urasabwa kuzuzura urupapuro rwabigenewe nyuma yo kohereza ibyangombwa bisabwa byose.

Note! When you apply for License, you are typically asked to complete an License application form after uploading the required documents .

A copy of the registration certificate with the council	Proof of payment of annual License fee	Letter addressed to RCVD Chairperson requesting for License	Photo passport size(160x160 pixels 2MB)
Not available ! Please upload Click here	Not available ! Please upload Click here	Not available ! Please upload Click here	Not available ! Please upload Click here

Your reference number: **2**

License-Application Form

I. APPLICANT'S GENERAL INFORMATION

National ID

Firstname **Lastname**

Address

Marital Status Single Married Widowed

Sex Female Male **Date of birth**

Place of Birth

Nationality

Your Email **Your Contact No.**

When you apply for registration, you are typically asked to complete an application form after uploading the required documents .

Iyo usabye kwiwandikisha, mubisanzwe urasabwa kuzuzura urupapuro rwabigenewe nyuma yo kohereza ibyangombwa bisabwa byose.

Choose Professional Area

Province

District Sector

License on National Level(Working in all country)

Choose Field of practice

Field No 1 <input type="checkbox"/> VETERINARY PHARMACY	Field No 2 <input type="checkbox"/> MANAGEMENT & CONSERVATION OF WILDLIFE
Field No 3 <input type="checkbox"/> VETERINARY CLINIC	Field No 4 <input type="checkbox"/> ANIMAL REPRODUCTION (BOVINE AI)
Field No 5 <input type="checkbox"/> FEEDS & FEEDING	Field No 6 <input type="checkbox"/> HYGIENE OF ANIMAL PRODUCTS
Field No 7 <input type="checkbox"/> VETERINARY CONSULTANCY	Field No 8 <input type="checkbox"/> EDUCATION
Field No 9 <input type="checkbox"/> EXTENSION & ADVISORY SERVICES TO FARMERS	Field No 10 <input type="checkbox"/> ANIMAL REPRODUCTION(SWINE AI)
Field No 11 <input type="checkbox"/> ANIMAL REPRODUCTION (EMBRYO TRANSFER)	Field No 12 <input type="checkbox"/> LIVESTOCK EQUIPMENT, FARM INPUTS AND MATERIALS

I, **Noel Niyonshuti** , having the requisite skills and knowledge and being the person of good character with no convictions in any jurisdiction which renders me unfit to practise veterinary medicine and not an un-discharged bankrupt, confirm that I wish to apply for the license as a member of the Rwanda Council of Veterinary Doctors.

I confirm that the information provided on, and with this application, is truthful.