



Foreign Qualifications Evaluation and Advisory Services

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Section A: Evaluation of Foreign Qualifications

Valued Applicant: Pages 1 and 4 provide guidelines for completion of pages 2 and 3

1 SAQA derives its mandate to evaluate foreign qualifications from section 13 (1) (m) of the National Qualifications Framework (NQF) Act 67 of 2008.

2 Evaluation is the process followed by SAQA to:

- Verify foreign qualifications (authenticating the status of institutions and the qualifications offered by them; and investigating the authenticity of qualification documents and confirming that awards were made to individuals); and
- Compare foreign qualifications with South African qualifications, considering the structure and outcomes of the foreign qualifications, to locate them within the South African NQF.

3. Evaluation leads to one of two decisions:

Decision A: A qualification is recognised and a secure Certificate of Evaluation is issued to indicate how it is located within the South African NQF.

Decision B: A qualification is *not* recognised, due to one or more of the following reasons:

- The issuing body is *not* accredited or recognised in the national system of a particular country in accordance with the national policies, or generally accepted practice of that country.
- The issuing body is recognised or accredited, but not authorised to offer that particular qualification / the qualification is not a part of the national system of qualifications.
- The qualification is not authentic and was not awarded to the individual in question.

4. The full evaluation fee is charged, regardless of whether:

- Decision A is reached, where all the steps under (2) are concluded and a Certificate of Evaluation is issued; or
- Decision B is reached after conclusion of only the verification steps which does not result in the issuing of a Certificate of Evaluation.

5. Applicants have a right to appeal against both decisions made by SAQA. The relevant appeal policy and form are accessible on the SAQA website (www.saqa.org.za). Hard or electronic copies can also be made available on request.

A foreign qualification is issued by a nationally recognised institution and forms part of the national education and training system of a foreign country.

Section B: Lodging and processing applications

6 Every application **MUST** include the following:

- An application form, *fully* completed and legible
- A complete set of qualification documents (See Page 4: Section E)
- Identity Document / Passport / Birth certificate (certified copy)
- Qualification documents that meet the documentary requirements.
- An indication of the services / products required and of the required way of receiving results
- Proof of payment for all those services / products (See Page 3: VI)
- A declaration signed by the applicant (See Page 3: IX) ↻

Timelines apply only to applications that are accepted for processing.

*If any of the above is not included, or does not comply with the requirements outlined in this document, the application will **not** be accepted at our front desk. A new application will have to be submitted. Applications received by mail will need to be upgraded.*

7 Processing of applications takes from 10 to 20 working days (See Page 3: VI). Processing in a shorter period of time may be considered on a special contract basis and at a substantially increased fee. Applicants must approach SAQA directly for this service.

SAQA commits to making results available on the first working day after the relevant processing period. Applicants will be informed of any delays.

SAQA does not accept responsibility for delays caused by

- responses awaited from foreign information sources, when additional information is crucial to the evaluation process; and
- factors outside its control, including, but not limited to, prolonged power failures or industrial action.

A foreign qualification is not:

Do not submit for evaluation!

- Professional membership or a professional designation
- A certificate based on a short course, in-service training, a workshop or seminar, or experiential learning which does not form part of the requirements to obtain a qualification.
- Any other learning acquired outside of a national system
- South African qualifications

Section C: Declaration (Section IX in the application form)

8 The declaration indicates that you:

- Understand:
 - the English language, or have access to an interpreter; and
 - what the evaluation is about (Page 1: Section A) and that for admission to study, professional licensing and employment the specific internal criteria and requirements of other bodies must be met.
- Declare that:
 - You complied with all the requirements on Page 4 (Section E) and included the necessary qualification documents and proof of payment.
 - You provided true and correct information in all instances.
 - Qualifications are authentic, if they are your own, or that you have no reason to suspect that they are not authentic, if somebody else's.
- Authorise SAQA to:
 - Do forensic document examination and/or contact issuing bodies for verification of authenticity.
 - Make the details of the evaluation known, should verification of a Certificate of Evaluation be requested from SAQA.
- Accept that:
 - Although SAQA adheres to stipulated processing times, factors outside of its control may delay processing (Page 1: Section B).
 - SAQA will not refund you if you cancel the application after registration, or if the evaluation outcome is a decision *not* to recognise the submitted qualifications.
 - If documents are found to be fraudulent, SAQA will retain the payment and documents, and make the information known to all the relevant authorities.
 - SAQA reserves the right to revoke a Certificate of Evaluation, should information come to light which compromises its integrity.

Section D: Application form**I. Who is making the application? (Select one)**

- Qualification holder (QH) Personnel agency Institution where QH wants to study
 Family or friend of the QH Employer/ prospective employer Body regulating a profession
 Immigration practitioner/ lawyer

Title (*Circle one*): Ms Mrs Mr Dr Prof Rev Other:

Name: Mobile number:

Surname: Email address:

Postal address: Telephone: (.....)

..... Fax: (.....)

..... Company name (*If applicable*):

..... Code:

II. Who holds the qualification(s)?

Date of birth (<i>Enter in supplied format</i>)								Gender (<i>Please tick</i>)		I.D / Passport number (<i>Include copy with documents submitted</i>)														
d	d	m	m	y	y	y	y	M	F															

Full names of qualification holder

(1) Family name / Surname:

(2) Maiden name:

(3) Nationality

(4) Country of residence:

Was a Certificate of Evaluation issued to this qualification holder before? NO YES, in..... (Year)

III. Study history of the qualification holder (*must be completed in all instances*)

Name of qualification	Awarded by (institution name)	Country	Attended		Completed?	
			From	To	Yes	No
1						
2						
3						
4						

IV. Why do you need the evaluation? (*You may tick more than one option*)

- 1. Home Affairs:** General work visa Critical skills visa Corporate visa
- 2. Employment:** General employment Professional registration / licensing
(If for teaching in a public school, do not continue with this application. Apply with Department of Higher Education and Training, Private Bag X895, Pretoria, 0001)
- 3. Further study:** Secondary School Post-school University: first degree University: postgraduate
(Contact exemption2@hesa-enrol.ac.za / 012 591 4401)
- 4. Other:** (Specify)

V. What would you like us to do with the results?

- I will pick them up at the SAQA offices Please post them to the address in A above
OR
 I will send someone to pick them up at the SAQA offices** Also, please e-enable on-line access to the institution(s) indicated in VI (*iii*).

*(You will receive an SMS and/or e-mail on the day that we complete your evaluation. Results will be available for posting / collection on the next business day. **Someone else can pick up your results at SAQA only with your written permission and a valid identity document)*

VI. What do you need from SAQA? What will it cost you? (Tick only what is required)

<p>(i) <input type="checkbox"/> I need a certificate of evaluation:</p> <p style="padding-left: 40px;">Within the normal processing time (20 working days) <input type="checkbox"/> R615</p> <p style="padding-left: 40px;">Fast tracked (10 working days) <input type="checkbox"/> R1000</p>	<p>(ii) <input type="checkbox"/> I need the certificate to be posted to me:</p> <p style="padding-left: 40px;">In South Africa <input type="checkbox"/> R53</p> <p style="padding-left: 40px;">In SADC <input type="checkbox"/> R110</p> <p style="padding-left: 40px;">Elsewhere in the world <input type="checkbox"/> R126</p>
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- ⊛ *Timelines apply only to complete applications that meet all the requirements set out on pages 1 and 4 of this document.*
- ⊛ *Quicker than the above delivery may be considered by SAQA in exceptional cases. For more information [click here](#) (if on website), or obtain a leaflet from front desk staff at SAQA.*
- ⊛ *Incomplete applications are suspended which may result in significant delays, as the processing starts from Day One again once all the requirements are finally met.*
- ⊛ *Certificates are posted only per traceable mail so that there is a record of their whereabouts.*
- ⊛ *Postage fees are similar to the fees that Postnet charges SAQA.*
- ⊛ *Should this be necessary, tracking numbers are available on request a few days after posting.*

<p>(iii) <input type="checkbox"/> I need sign-on details to be e-mailed to a third party to access the evaluation on-line (Cost: R100 per instance)</p>		
<p><input type="checkbox"/> 1 instance (R100: Addressee 1)</p> <p>.....</p> <p>Surname, Initials</p> <p>.....</p> <p>Company / institution</p> <p>.....</p> <p>Email address</p>	<p><input type="checkbox"/> 2 instances (R200: Addressee 1 and 2)</p> <p>.....</p> <p>Surname, Initials</p> <p>.....</p> <p>Company / institution</p> <p>.....</p> <p>Email address</p>	<p><input type="checkbox"/> 3 instances (R300: Addressee 1, 2 and 3)</p> <p>.....</p> <p>Surname, Initials</p> <p>.....</p> <p>Company / institution</p> <p>.....</p> <p>Email address</p>
<p><i>Back-up details: not preferred for use</i></p> <p>Fax</p> <p>Postal address</p> <p>.....</p> <p>Postal code</p>	<p><i>Back-up details: not preferred for use</i></p> <p>Fax</p> <p>Postal address</p> <p>.....</p> <p>Postal code</p>	<p><i>Back-up details: not preferred for use</i></p> <p>Fax</p> <p>Postal address</p> <p>.....</p> <p>Postal code</p>

VII. PAYMENT DUE TO SAQA

According to my calculation of the fees for the services I need, I owe SAQA the amount of R

Proof of payment of this amount is enclosed in the form of

Crossed postal orders in favour of SAQA (only from Namibia, Botswana, Lesotho or South Africa)

A cash deposit slip

Record of electronic funds transfer (EFT)

Payment by credit card is currently under investigation.

SAQA bank details

SAQA
 Standard Bank account no 010516433
 Branch no 010045 (Pretoria)
 Swift code SBZA ZA JJ + account no.
 Reference: Name of the Qualification Holder

⊛ *Payment can be made in South African Rand only. SAQA does not accept cash, cheques, money orders or payment in foreign currency.*

VIII. HANDLING FEES

SAQA charges the following handling fees, as applicable:

Re-application fee when applications do not meet the requirements of SAQA – **R350**

Refunds when an evaluation is not possible:

- Administrative fee – **R130**
- Bank charges for payments into foreign bank accounts – **R300**
- Cancellation fee – **50% of the total amount paid to SAQA**

⊛ *No refunds will be made when an application is cancelled after registration of the application; especially due to initial non-compliance of applicants with documentary requirements.*

X. APPLICATIONS UNDER SERVICE LEVEL AGREEMENTS

If the application is lodged under auspices of the Service Level Agreement between the DPSA and SAQA, tick here (letter from requesting Public Service Department to be included).

Department of Public Service & Administration

IX. DECLARATION

This declaration refers to Section C on Page 1. It must be completed and signed in all instances, or the application will not be accepted.

(i) I understand and accept all the conditions outlined in Section C on Page 1.

(ii) I have complied with all the requirements and provided complete and truthful information.

(iii) I authorise SAQA to take all the necessary actions to complete the evaluation of documents that meet the definition of a foreign qualification (see Page 1: Section A) and submitted for that purpose.

Name in print:

Signature: Date:

Section E: Documentary requirements

9: General requirements	
Certified copies	<ol style="list-style-type: none"> Subject to the paragraphs 4-6, 8 and 12 below, SAQA accepts legible true copies if certified by an official Commissioner of Oaths, such as an attorney or diplomatic official. Copies are not returned but kept for record purposes. SAQA does not accept faxed or scanned documents.
Verification of authenticity	<ol style="list-style-type: none"> SAQA reserves the right to request original documents and/or have the authenticity of documents verified by the relevant authorities in the countries of origin. If falsified documents are submitted, no evaluation will be issued, the designees for the evaluation will be notified and the information will be shared with the relevant authorities and third parties. While authenticity of qualification documents is under investigation no applications will be cancelled, refunds made or documents returned.
Original language and sworn translations	<ol style="list-style-type: none"> Certificates in foreign languages must be accompanied by sworn translations (verbatim) into English. Copies of <u>both</u> the documents in the original language and of the translations must be submitted with the application.
10: Qualification requirements	
Secondary school qualifications	<ol style="list-style-type: none"> Only ORIGINAL documents will be accepted for school qualifications, regardless of the country of origin. These documents must be issued or endorsed by the official examining / certification body in the country of origin. Documents issued by schools will not be accepted where final examinations are conducted by official examining bodies.
Higher education Complete and legible academic records, transcripts, subject lists or diploma supplements in respect of <u>all</u> higher education Final awards	<ol style="list-style-type: none"> SAQA requires all the qualifications leading up to the final qualification in order to fully understand the learning pathway. Transcripts are required because they convey important and specific (personalised) information about the <ul style="list-style-type: none"> composition of study programmes, credit requirements, student performance and other explanatory details for the evaluation process SAQA requires certified copies of final graduation certificates. If these are not available, an official statement (issued by the awarding body) must confirm completion of all the requirements for the award of the particular qualification. Only ORIGINAL official statement documents are acceptable sent directly from the institution to the SAQA office. Certified copies are not acceptable in this instance.
11: Country-specific requirements	
Democratic Republic of the Congo	All school leaving qualifications must be accompanied by the Bulletin for the fifth and sixth years of schooling, and by the relevant Extrait de Palmarès where this is available.
India	A copy of the school board online verification for school leaving examinations must be included where available.
Mozambique	School certificates must be certified by the Ministry of Education in Mozambique.
Nigeria and other West African countries where the WAEC examinations are taken	<p>WAEC and NECO Senior Secondary School Certificates:</p> <ul style="list-style-type: none"> Awarded from 2000 onwards require the following information together with qualification documents: <ul style="list-style-type: none"> Examination number °Card Serial number Examination year °Pin number Period of examination (May/June or Nov/Dec) Awarded prior to 2000 require official results issued by WAEC and NECO
People's Republic of China CDGDC B-17, Tongfang Scientific Plaza No.1 Wangzhuang Road Haidian District, Beijing, China, 100083 Tel: +86-10-8237-9480 / 8120 /8106 Fax: +86-10-82379491 Email: zxb@cdgdc.edu.cn	<p>Applicants must have post school qualifications pre-verified by the China Academic Degrees & Graduate Education Development Centre (CDGDC) -</p> <ul style="list-style-type: none"> Verification certificates must be issued in English. SAQA requires the ORIGINAL verification certificates. These will be returned. Copies of qualification documents (certificates and academic records) as issued by education institutions, must be certified by the Embassy of the PRC by applicants who are in South Africa.. Names on seals must be legible. Notarial certificates may be submitted in support of the above, but are not sufficient on their own.
Zimbabwe	For SAQA to indicate that a qualification holder has artisan status in Zimbabwe, submission of the Skilled Worker Qualification card is required. Without this document, artisan status cannot be indicated. When submitting copies, ensure that copies of both sides of the card are certified and enclosed.