



FOREIGN QUALIFICATIONS EVALUATION AND ADVISORY SERVICES

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Legal status	Purpose	Processing time and delay
<p>SAQA has a mandate to evaluate foreign qualifications in terms of section 13(m) of the National Qualifications Framework Act, 67 of 2008.</p> <p>Recommendations are general guidelines and are not binding on other institutions. They should be seen as statements of broad comparability and allow for further assessments in specific work and learning contexts.</p> <p>Principles and criteria</p> <p>Evaluations are done</p> <ul style="list-style-type: none"> strictly according to the procedures, guidelines and conditions outlined in this document; <i>bona fide</i>, with due regard to all the relevant information available to the SAQA; and in accordance with the <i>Criteria and Guidelines for the Evaluation of Foreign Qualifications</i> on the SAQA website (www.sqa.org.za). 	<p>To <i>compare foreign qualifications*</i> with South African qualifications and advise on the recognition of the foreign qualifications in South Africa in terms of the levels of the National Qualifications Framework (NQF).</p> <p>(*All qualifications that form part of the national education and training systems of other countries)</p> <p>Does not include</p> <ul style="list-style-type: none"> Qualifications from institutions which are not officially recognised as a part of the national education and training system, or accredited according to the relevant provisions of a particular country. This includes the qualifications of professional (membership) bodies and professional designations. Short courses, in-service training, workshops / seminars and experiential learning (unless these form an integral part of a recognised national qualification in the country of origin). Any other prior learning acquired outside of a national system of education and training (often termed "international") South African qualifications, unless intended for use outside the borders of South Africa. <p>Depending on capacity and available information, SAQA will assist in matters related to learning that is excluded from its evaluation and make the necessary referrals.</p>	<p>The time required to process and complete applications and to make results available ranges between 10 and 30 working days (see Products / services and tariffs, page 4)</p> <p>Processing in a shorter period of time is considered only on a special contract basis and at a substantially increased fee. Applicants may approach SAQA for this service in exceptional cases and per personal appointment.</p> <p>SAQA commits to making results available on the first working day after the processing period applied and paid for. Applicants will be informed of any delay and the reason for this.</p> <p>SAQA does not accept responsibility for delays caused by the following:</p> <ul style="list-style-type: none"> Applications which do not comply with the requirements stipulated in this document Responses awaited from other countries in the event of further enquiries to obtain necessary information Factors outside the control of SAQA, such as prolonged power failures and industrial action.

Lodging an application	The application form
<p>An application must include the following:</p> <ul style="list-style-type: none"> An application form, fully completed and legible A complete set of documentation (see page 2 of this document) Proof of payment (see page 4 of this document) <p>If any of the above is not included, or does not comply with the requirements outlined in this document, the evaluation process will not be activated and the application will be referred back to the applicant. A reactivation fee will be payable.</p>	<p>The form is found on pages 3 and 4 and includes the sections below.</p> <ol style="list-style-type: none"> 1 Personal details of Qualification Holder (QH) 2 Personal details of the applicant (the QH or someone else) 2b Instructions to SAQA regarding the evaluation results 3 Purpose of the evaluation (why it is needed) 4 Products and services and the tariffs charged for these, as well as the ways in which payment can be made 4b The banking details of the sponsor 5 Declaration by the applicant <p>Each section must be read carefully and completed in a legible handwriting. Before completing the application form, please take note of the documentary requirements stipulated below and on page 2.</p>

Qualification documents	Please do not submit:
<p>Remember that SAQA has a mandate to evaluate and advise on qualifications that belong to national systems of education and training in countries other than South Africa.</p>	<ul style="list-style-type: none"> Qualifications from institutions which are not officially recognised as a part of the national education and training system, or accredited according to the relevant provisions of a particular country. This includes the qualifications of professional (membership) bodies and professional designations. Short courses, in-service training, workshops / seminars and experiential learning (unless these form an integral part of a recognised national qualification in the country of origin). Any other prior learning acquired outside of a national system of education and training. South African qualifications, unless intended for use outside the borders of South Africa.

Qualification documents: general requirements	<i>This section provides guidelines on the documents that must be included in applications. Applicants must comply with these requirements at all times.</i>
Original documents or copies?	<i>To minimise the risk of loss of, or damage to original qualification documents, copies of these are acceptable in most cases, but must be completely legible and certified true copies, preferably by a diplomatic office representing the country of origin of the qualification holder. Copies will be retained for record purposes. All original qualification documents (and only original documents) will be returned by registered mail.</i>
Authenticity	<i>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, no refund will be made, the designees for the evaluation will be notified and the information will be shared with the relevant authorities and with any third parties that the evaluation results were intended for. No applications will be cancelled and moneys refunded while authenticity is under investigation.</i>
Faxes and scanned documents?	<i>These often pose a data integrity problem and are therefore normally not accepted in the process of a first application. In addition e-mail applications add to the administrative load. When additional documentation is requested by us, we will indicate whether faxing / e-mailing is an option.</i>
Original language or sworn translations?	<i>Certificates in foreign languages must be accompanied by (verbatim) sworn translations into English. Note that both the document in the original language and the translation are required.</i>
Secondary school qualifications	<i>These must be issued, or at the very least endorsed / homologated by, the official examining / certification body in the country of origin. Documents issued by schools will not be accepted when the examinations were conducted by external examining bodies.</i>
Higher education <i>(please take special care in reading the requirements below)</i>	<i>School qualifications need not be submitted when the evaluation is needed for qualifications obtained in higher education.</i>
<ul style="list-style-type: none"> o Complete and legible academic records / transcripts / subject lists / diploma supplements are needed in respect of <u>all</u> higher education qualifications. 	<i>These documents convey important and specific (personalised) information about the composition of study programmes, credit requirements, student performance and other explanatory details which assist in the evaluation process.</i>
<ul style="list-style-type: none"> o Final awards must be submitted. 	<i>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.</i>
<ul style="list-style-type: none"> o Postgraduate / other advanced qualifications should ideally be accompanied by preceding qualifications. 	<i>This is not compulsory, but ensures a more complete and accurate evaluation and is therefore beneficial.</i>

Qualification documents: specific requirements	<i>Note that this list is subject to change according to need.</i>
Angola	<i>School certificates must be endorsed (homologated) by the SA Embassy in Angola.</i>
Mozambique	<i>School certificates must be endorsed by the Ministry of Education in Mozambique.</i>
Democratic Republic of the Congo	<i>School certificates must be accompanied at least by the Bulletin for the sixth year of schooling, by the relevant Extrait de Palmares (where possible) and by a Certificate of Homologation issued by the Embassy of the DRC.</i>
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><i>To prevent unnecessary delays later in the process, applicants should consider having post school qualifications pre-verified by the China Academic Degrees & Graduate Education Development Centre (CDGDC).</i></p> <p><i>Verification certificates must be issued in English.</i></p> <p><i>Copies of qualification documents (certificates and academic records) as issued by education institutions, must be certified by the Embassy of the PRC. The names on seals must be legible. Notarial certificates may be submitted in support of the above, but are not sufficient on their own.</i></p>
Nigeria and other West African countries where the WAEC examinations are taken	<p><i>WAEC and NECO Senior Secondary School Certificate:</i></p> <ul style="list-style-type: none"> • <i>Awarded from 2000 onwards – information required together with qualification documents:</i> <ul style="list-style-type: none"> o <i>Examination number</i> o <i>Examination year</i> o <i>Type of examination (May/June or Nov/Dec - private)</i> o <i>Card Serial number</i> o <i>Pin number</i> • <i>Awarded prior to 2000 – only official results issued by WAEC and NECO</i>

Submit this page (3) and the next page (4) together with documents and proof of payment

1: Personal Details of Qualification Holder (QH)

Date of birth: (Enter in the format dd/mm/yyyy) _____

Gender: (Please tick) F M

ID / Passport Number: (Enclose copy of the relevant page) _____

Family name / Surname: (The name common to all members of the QH's direct family) _____

Maiden name: (Family name / surname used before marriage, if applicable) _____

Full names: (Other names as they appear on the ID document / passport) _____

Residential address: (Where the QH lives now) _____

Please ensure the correctness of names provided here, as these will be used on the certificate of evaluation

1 _____

2 _____

3 _____

4 _____

Country: _____

2: Personal Details of Applicant (The applicant is the person by whom the application is lodged. This can be the QH or someone else)

Status (who are you?): (If not the QH, tick the status of the applicant in relation to the QH. If the QH, do not tick anything)

Personally related or known to the QH

Employer / prospective employer

Institution where QH wishes to further study

Body regulating a profession

Immigration practitioner / immigration lawyer

Personnel agency

Other (please specify here) _____

Title: Mr Mrs Ms Dr Prof Other: _____

Mobile number: _____

Initials: _____

e-Mail address: _____

Surname: _____

Telephone number (landline): (.....) _____

(Including three-digit area code)

Fax number: (.....) _____

(Including three-digit area code)

Postal address: (Where mail is delivered) _____

<<Code _____

If the application is made by a company or institution, company / institution name: _____

2b: Results (Results will be made available, according to the applicant's instruction below, by mail or personal collection. If required, a copy of the results can be made available to a third party such as a prospective employer or educational institution)

To be collected

Please wait for notification before coming to the SAQA offices for collection.

To be posted to me (postage fee payable – page 3)

All original evaluation results that are not collected from the SAQA offices will be posted to the postal address of the applicant per traceable mail service. Copies, as requested, will be posted to third parties by ordinary mail. Postage fees are in line with the fees charged by Postnet.

Copy to be forwarded (fees for copy and postage – page 4)

Title, initials and surname: _____

Company / institution: _____

Fax number: (.....) _____

Postal address: _____

<<Code _____

3: Purpose of application (Why is the evaluation needed? You may tick more than one option)

General employment (Teachers, note that a special committee of the Department of Higher Education and Training undertakes the evaluation of foreign teaching qualifications for employment in public schools in accordance with national legislation. For this purpose, submit a request for evaluation to the DHET, Private Bag X895, Pretoria, 0001 – do not apply for a SAQA evaluation)

Further study (Prospective students, note that admission to bachelor's / first degree study at a South African university is administered by Higher Education South Africa (tel 012 481 2916). Do not apply for a SAQA evaluation.

↑ NOTE ↑

Secondary school level Higher education: career oriented University: undergraduate; not degree University: postgraduate

Home Affairs ⇒ Quota work permit General work permit Professional registration / licensing

Other (please specify) _____

Use in another country (South African qualifications only) (The purpose is to provide information to evaluating agencies in the host countries where this may be needed)

4: Products / services and tariffs (What do you need from SAQA?)

I need: **A Certificate of Evaluation** A Certificate of evaluation was issued to me before No Yes, in _____ (year)

I need this within:

Normal (30 working days) **R440**
 Medium (20 working days) **R660**
 High (10 working days) **R880**

Timelines apply only to complete applications that meet all the requirements set out in this document. If information has to be requested from overseas authorities, please note that the finalisation of the evaluation depends on a reply from the source, as well as on the quality of the reply. SAQA cannot manage a delay in this regard. On receipt of a reply, processing will happen within the timeframe paid for originally.

Quicker than the above delivery may be considered by SAQA in exceptional cases. For more information [click here](#), or obtain leaflet from front desk staff at SAQA.

I need:

A photocopy of the certificate posted to a third party **R50 each**

This will be forwarded by SAQA directly to a third party / third parties (maximum of 3), on condition that full contact details are provided under 2b on page 2. The fee of R50 includes transfer costs.

I need:

A certified statement (processing within 10 working days) **R440**

A certified statement is not usually applied for together with a Certificate of Evaluation.

A certified statement is a letter provided to a concerned party to verify specific information, if this falls in SAQA's jurisdiction, e.g.

- the status of a foreign educational institution where an individual intends to undertake studies; or
- the status of a South African educational institution
- (particular aspects of) the South African education and training system.

I need

A replacement certificate
 Original issued before 1/6/2010 **R200**
 Original issued after 1/6/2010 **R100**

A certificate to replace a lost or damaged certificate issued previously will be issued by SAQA only once. Thereafter a new application must be lodged.

I need the results to be posted to me:

in South Africa **R45**
 in SADC **R95**
 elsewhere in the world **R115**

Note that certificates are posted only per traceable mail.

I want to:

Lodge an appeal **R440**

An appeal can be lodged in writing when you disagree about the outcome of the evaluation. The fee charged for this is fully refundable if the appeal is successful. The appeal must be made in writing.

Reactivate an old application **R65**

E.g. for a change which is not the result of an error made by SAQA. Note that upon reactivation, the process starts again from day 1.

According to my calculation of the above, I owe SAQA the amount of

R Payment, or proof of payment of this amount is enclosed as indicated below:

- Crossed postal orders in favour of SAQA
 Cash deposit slip
 Record of electronic transfer

SAQA, Standard Bank account no 010516433, Branch no 010045 (Pretoria); Swift code SBZA ZA JJ + account no. State the name of the QH as reference.

Payment can only be made in one of the ways listed above and only in South African Rand value. Note that **NO cash, cheques, money orders, credit cards, or foreign currency** will be accepted.

Should a **pro forma invoice** be required, the applicant must request this through an e-mail to monyamane@sqaqa.org.za.

- Mention: Name of company / institution; Contact person; Address; Telephone and fax numbers; Service required and Cost.
- Note that individuals will not be invoiced.
- Once invoiced, payment or proof of payment must accompany applications.

4b: Banking details of sponsor (If SAQA has to refund of part of or the full amount paid, these banking details will be required)

Bank:

Account holder:

Please note that the following handling fees will be deducted when refunds are made for reasons other than an error on the part of SAQA.

Account number:

Branch code:

- Administrative cost: **R40**
- Cancellation fee: **R145** (no cancellation while authenticity is under investigation)
- Bank charges for payments into foreign bank accounts: **R210**

Account type:

5: Declaration by applicant (must be ticked, signed and dated at all times)

- I have provided all the information required in this document. All the information that I provided is correct and true.
- I accept that although SAQA will treat my application with the necessary urgency, factors outside of their control may delay processing.
- I understand the purpose and legal status of the SAQA evaluation.
- I authorize SAQA to make the details of the evaluation known, should this be required for verification purposes.

- I have complied with all the requirements in this document:
- ° The enclosed qualification documents are complete according to the guidelines in section 4 above. If not, I understand that I am causing a delay and additional costs for myself.
- ° The enclosed qualification documents are authentic. If not, I understand that SAQA will retain the payment and disclose this information to the authorities.
- ° I have enclosed payment / proof of payment for all the services I require, but no cash, cheque, money order or foreign currency.

Name in print:

Signature:

Date: