

What must be submitted to SAQA

A complete paper application pack must be posted or delivered to SAQA. Applicants are encouraged to deliver applications to SAQA in person, or by courier, to ensure there are no postal delays.

The application pack must include the following:

1. Application form

- A printout of the *application form / pro forma invoice* that is generated by the online application system.
- The application form must be fully completed and bear the signature of the applicant and the date of submission.

2. Proof of identity

- Certified copy of the name page of the Qualification Holder's official, valid identity document (ID/Passport/relevant permit). This must bear a current stamp certifying it is a true copy of the original document.

3. Proof of payment

- Proof of Payment of the amount indicated on the *application form / pro forma invoice*.
- Payment must be made according to one of the two payment methods allowed (debit /credit card, or bank deposit). Electronic funds transfer (EFT) payments are not accepted by SAQA.
- The proof of payment must bear the application *submission number* as reference (found at the top of the *application form / pro forma invoice*). **Without this number** the application will **not** meet our requirements.

4. Consent form

- Fully completed Consent Form, signed by the Qualification Holder, which authorises SAQA to verify the authenticity of all qualifications.

5. Qualification documents

- Documents as per all the requirements listed under **Qualification documents** below (read carefully and follow strictly).

Please keep in mind:

- Scanned or faxed documents are NOT accepted by SAQA due to the greater risk that documents may be forged or altered. Therefore the online submission must be followed by a paper application.
- If the application does not include all the required documents, or if documents do not comply with the requirements outlined, or if any other requirement as stipulated in the application information procedure is not met, SAQA regards the application as **non-compliant** and will not accept it.
- SAQA will return a non-compliant application to the applicant in its entirety, with an indication of the deficiencies, and refund the monies paid with retention of an administration fee as indicated under "What it will cost". You must then:
 - re-submit the application with all the deficiencies fixed; *and*
 - re-pay the evaluation fee, again using the relevant submission number as reference.
- SAQA has a mandate to evaluate and advise on **foreign qualifications**, that is, qualifications that belong to national systems of education and training in countries other than South Africa.
- *Do not submit* any of the following, as these do not meet the definition of a foreign qualification:
 - Professional membership or professional designations
 - Certificates based on short courses; or in-service training, workshops or seminars which do not form part of the requirements to obtain a qualification
 - South African qualifications
 - Qualifications obtained outside of particular countries' systems of education

Qualification documents

The requirements that documents must meet are organised into two sections:

- I Requirements applicable to all applications (**General requirements**)

I General requirements (applicable to all applications)

Certified copies

SAQA works with photocopies of qualification documents that must bear the original stamp of an official Commissioner of Oaths (attorney or diplomatic official) and are fully readable.

SAQA keeps these copies for record purposes.

Original documents must not be submitted to SAQA unless specifically requested.

Verification of authenticity

SAQA will request verification of awards from relevant authorities in the countries of origin. SAQA may also request original documents.

While confirmation of authenticity is awaited, SAQA will not process the application any further, including requests for changes or cancellation.

If misrepresentation is confirmed, SAQA will not recognise the qualification(s) and will inform the relevant authorities of the misrepresentation.

Original language & sworn translations

Qualification documents in foreign languages must be **accompanied by sworn translations**, word for word into English. In other words, both the documents in the original language and the translations must be submitted.

Qualification documents must be submitted in the official language of the country of origin and bear the relevant official stamps and signatures.

School qualifications submitted on their own

SAQA accepts only school leaving qualifications issued by the official examining / certification body in the country of origin, and not by the school, where based on external examinations.

No Certificates of Evaluation will be issued for school leaving documents other than those in respect of completed, national school exit qualifications issued by the relevant authorities. SAQA may, however, recommend access to further levels of schooling.

Higher education qualifications

SAQA may request all the qualifications leading up to the highest qualification in order to fully understand the learning pathway. To avoid possible delays, these should be submitted from the start. However, applicants must not include these in the "Qualifications to be evaluated" section of the application if they are not to be evaluated, as SAQA charges per qualification submitted for evaluation.

SAQA requires FINAL graduation certificates. Provisional certificates and statements will not be accepted. If the FINAL graduation certificate is not available for legitimate reasons, ORIGINAL official statements confirming the award may be submitted but only by the issuing body itself sent directly to SAQA itself.

Where the field of study is not indicated on PhD degree certificates, a university statement to specify the field and the title of the thesis must accompany the degree certificate.

SAQA requires full and high quality academic transcripts (official records indicating the study history and results). Submission of these documents is compulsory, because they convey important and specific (personalised) information about the:

- composition of study programmes;
- credit requirements;
- student performance; and
- other explanatory details important to the evaluation process.

Transcript legends (clarification of codes and credits; usually printed at the back of transcripts, must also be submitted).

A syllabus or programme breakdown is NOT A SUBSTITUTE for the academic transcript.

Trade tests and competency certificates

SAQA does not evaluate trade tests or competency certificates in their own right. Please submit the nationally accredited training documents that provided access to the trade test or competency test, that is, the final award and the full transcript of results achieved.

II Country-specific requirements

Countries aligned with Bologna Declaration

Diploma or Certificate Supplements MUST be submitted, but do not replace academic transcripts.

Democratic Republic of the Congo

The actual Diplôme d'Etat plus the Bulletin for the fifth and sixth years of schooling are required.

For higher education the FINAL Diplôme is required *together with* the Attestation de Réussite and Relevé de Notes.

France

Only the official national versions of qualification documents, issued in French by the relevant official government ministry and signed by the Recteur d'Académie, including the full transcript of academic record for all years of study, is acceptable for evaluation purposes.

India

SAQA only accepts SSC and HSC qualification documents issued by the respective authorised government board of education for evaluation purposes.

For all other education and training, only FINAL graduation certificates will be acceptable, including full transcripts of academic record. Provisional certificates will be returned as non-compliant incurring costs to the applicant.

Libya

Qualification documents must bear certification by any of the following bodies:

- The Libyan National Centre of Quality Assurances (info@qaa.ly);
- The relevant Department at the Ministry of Justice in Libya for translations of documents;
- The Consular Affairs Department in the Ministry of Foreign Affairs and International Cooperation of Libya; or
- The South African Embassy in Libya.

Mozambique

School certificates must be endorsed by the Ministry of Education in Mozambique.

Nigeria and other West African countries where the WAEC examinations are taken

WAEC and NECO Senior Secondary School Certificates require the following information together with qualification documents as per General Requirements above:

- Examination number
- Examination year
- Period of examination (May/June or Nov/Dec)
- Card Serial number
- Pin number

People's Republic of China

- (1) Documents in accordance with the General Requirements above.
- (2) Copies of qualification documents (certificates and academic records) as issued by education institutions, must be certified and the names on seals must be readable.
- (3) Notarial certificates may be submitted in support of (2) above, but are not sufficient on their own.
- (4) All qualifications must be submitted together with either of the following:
- (5) A Credential Report issued by the China Academic Degrees & Graduate Education Development Centre (CDGDC) (<http://www.cdgdc.edu.cn>); or
- (6) An Online Verification Report issued by China Higher Education Student Information and Career Centre (CHESICC) (<http://www.chsi.com.cn/en/>)

United Kingdom based vocational qualifications

Currently vocational qualifications in the UK are regulated by Ofqual. Such qualifications must therefore have the Ofqual logo present on the qualification, as well as the corresponding Ofqual registration number. For clarification applicants can access the Ofqual website via <http://register.ofqual.gov.uk/>.

Qualifications issued since 2000 should have either the logo of the Qualifications and Curriculum Authority (QCA), as well as the corresponding QCA registration number; or those of Ofqual.

Vocational qualifications issued by UK based international examining bodies in countries outside of the UK are considered non-national where they have been customised for local conditions and are not issued in the UK with the above requirements. Proof of recognition in the particular issuing country will be required.

Zimbabwe

For SAQA to indicate that a qualification holder has artisan status in Zimbabwe, submission of the ORIGINAL Skilled Worker Qualification card is required together with certified copies of the Skilled Worker Registration: Statement of Results and the National Certificate in the same field of study. Without these documents, artisan status cannot be indicated.