



FOREIGN QUALIFICATIONS EVALUATION AND ADVISORY SERVICES

Tel 012 431 5070 ♦ Fax 012 431 5146 ♦ e-Mail dfqeas@sqa.org.za
 Postal address: Postnet Suite 248, Private Bag X06, WATERKLOOF, 0145
 Physical address: SAQA House, 1067 Arcadia Street, HATFIELD

Purpose of the evaluation function

To *compare foreign qualifications* 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).

Makes provision for *all qualifications that form part of the national education and training systems* of other countries.

Clients are requested *not to submit documentation* in respect of the types of learning awards specified below:

- Qualifications obtained from South African education and training institutions, public or private, unless they
 - form the basis on which candidates were admitted to foreign postgraduate study, or
 - are intended for use outside the borders of South Africa.

This includes qualifications obtained from South African providers who operate outside the borders of South Africa and qualifications obtained from foreign providers who are registered and accredited in South Africa under the provisions of the Higher Education Act.

- Qualifications issued by education and training institutions which are not officially recognised as a part of a national education system, or accredited according to the relevant provisions of a particular country. *This includes the qualifications of professional (membership) bodies.*
- 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).
- Prior learning acquired outside of a national system of education and training.

Depending on its capacity and available information, SAQA will facilitate enquiries about issues related to learning that is excluded from its evaluation and make the necessary referrals.

Principles and criteria

Evaluations are conducted as follows:

- Strictly according to the procedures, guidelines and conditions outlined in this document.
- *Bona fide*, with due regard to the relevant information available to the Directorate: Foreign Qualifications Evaluation and Advisory Service.
- In accordance with the principles and criteria contained in the publication *Criteria and Guidelines for the Evaluation of Foreign Qualifications*, which is available on the SAQA website (www.sqa.org.za).

Legal status of recommendations

SAQA has a **mandate** to evaluate foreign qualifications in terms of section 13(m) of the National Qualifications Framework Act, 67 of 2008.

SAQA's recommendations are intended as **general guidelines** and are **not binding** on other institutions. The recommendations should be seen as a statement of broad comparability and allow further, context specific assessment on the basis of content and/or learning outcomes.

Processing time and delay

The time required to process and complete applications and to make results available ranges between **normal, medium, high** and **special** priority. These priority options are available at various tariffs as indicated under **Products / services and tariffs on page 4** of this document, and are completed within the following timeframes:

- Normal priority: 30 working days
- Medium priority: 20 working days
- High priority: 10 working days
- Special priority, which is not generally available and 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.

SAQA is committed to make results available within the turnaround timelines mentioned above. This can, however, be affected by various factors beyond the control of SAQA, which may cause processing time in respect of all the above categories to be extended. In the event of an unduly long delay, clients will be informed.

Lodging an application

An application must include the following:

- An **application form**, fully completed and legible
- A complete set of **documentation** (see page 2 of this document)
- A copy of the **ID document**
- **Proof of payment** (see page 4 of this document)

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.** After reactivation processing will resume from day one.

The application form

The form includes the following sections:

- 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

Applicants are requested to carefully read and complete each section in a legible handwriting.

Before completing the application form, please take note of the documentary requirements stipulated on page 2.

Qualification documents This section provides guidelines on the documents that must be included in applications. Applicants must comply with these requirements at all times.

Remember that SAQA has a mandate to evaluate and advise on foreign qualifications, i.e. **qualifications that belong to national systems of education and training** in countries other than South Africa. This means that the learning awards as described under "Purpose of the evaluation function" (page 1) should not be submitted for evaluation.

General requirements

• Original documents or copies?	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.
• Authenticity	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.
• Faxes and scanned documents?	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.
• Original language or sworn translations?	Certificates in foreign languages must be accompanied by (verbatim) sworn translations into English. Note that <u>both</u> the document in the original language and the translation are required.
• Secondary school qualifications	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.
• Higher education:	School qualifications need not be submitted when the evaluation is needed for qualifications obtained in higher education. Please take special care in reading the requirements below:
○ Complete and legible academic records / transcripts / subject lists / diploma supplements are needed in respect of <u>all</u> higher education qualifications.	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.
○ Final awards must be submitted.	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.
○ Postgraduate / other advanced qualifications should ideally be accompanied by preceding qualifications.	This is not compulsory, but ensures a more complete and accurate evaluation and is therefore beneficial.

Specific requirements

Note that this list is subject to change according to need.

• Angola	School certificates must be endorsed (homologated) by the SA Embassy in Angola.
• Mozambique	School certificates must be endorsed by the Ministry of Education in Mozambique.
• Democratic Republic of the Congo	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.
• 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>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).</p> <p>Verification certificates must be issued in English.</p> <p>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.</p>
• Nigeria	<p>WAEC and NECO Senior Secondary School Certificate:</p> <ul style="list-style-type: none"> • Awarded from 2000 onwards – information required together with qualification documents: <ul style="list-style-type: none"> ○ Examination number ○ Examination year ○ Type of examination (May/June or Nov/Dec - private) ○ Card Serial number ○ Pin number • Awarded prior to 2000 – only official results issued by WAEC and NECO
• Other countries writing the WAEC examination	Requirements as for Nigeria above, where applicable.

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

<p>Date of birth: (Enter in the format dd/mm/yyyy) _____</p>	<p>Gender: (Please tick) F <input type="checkbox"/> M <input type="checkbox"/></p>	<p>ID / Passport Number: (Enclose copy of the relevant page) _____</p>
<p>Family name / Surname: (The name common to all members of the QH's direct family) _____</p>	<p>Maiden name: (Family name / surname used before marriage, if applicable) _____</p>	
<p>Full names: (Other names as they appear on the ID document / passport)</p> <p>1 _____</p> <p>2 _____</p> <p>3 _____</p> <p>4 _____</p> <p><i>Please ensure the correctness of names provided here, as these will be used on the certificate of evaluation</i></p>	<p>Residential address: (Where the QH lives now) _____</p> <p>_____</p> <p>_____</p> <p>Country: _____</p>	

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?): Personally related or known to the QH
 (If not the QH, tick the status of the applicant in relation to the QH. If the QH, do not tick anything) 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) _____

Postal address: _____
 (Where mail is delivered) _____

Fax number: _____
 (Including three-digit area code) (.....)

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

<<Code _____

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 to relevant third party (fees - page 4)

Title, initials and surname: _____

Company / institution: _____

Fax number / e-mail: _____

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 Education 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 DoE, Private Bag X895, Pretoria, 0001)

Further study (Prospective students, note that admission to bachelor's / first degree study at a South African university is subject to regulations for Matriculation Exemption. This matter is under jurisdiction of 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) **R415**
 Medium (20 working days) **R625**
 High (10 working days) **R840**
- 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 **R30 each** Forwarded by SAQA directly to a relevant third party / third parties (maximum of 3), on condition that full contact details are provided under 2b on page 2. The fee of R30 includes transfer fees.
- I need:
A certified statement (processing within 10 working days) **R415** 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. The original format of certificates issued before 1 June 2010 must be compatible with the current format.
- I need the results to be posted to me:
 in South Africa **R42**
 in SADC **R90**
 elsewhere in the world **R105** Note that certificates are posted only per traceable mail.
- I want to:
 Lodge an appeal **R415** 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 **R60** 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 rmonyamane@saqa.org.za.

- o Mention: Name of company / institution; Contact person; Address; Telephone and fax numbers; Service required and Cost.
- o Note that individuals will not be invoiced.
- o 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: _____
Account number: _____
Branch code: _____
Account type: _____

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.

- Administrative cost: **R35**
- Cancellation fee: **R140**
- Bank charges for payments into foreign bank accounts: **R200**

5: Declaration by applicant (must be completed 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 authorize SAQA to make the details of the evaluation known, should this be required for verification purposes.
- I understand the purpose and legal status of the SAQA evaluation.

- I have complied with all the requirements in this document:
 - The enclosed qualification documents are complete according to the guidelines for qualification documents 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: