



APPEAL AGAINST SAQA DECISION: RECOGNITION OF FOREIGN QUALIFICATION(S)

The purpose of this form is to lodge an appeal to the South African Qualifications Authority (SAQA) if a qualification holder wants to challenge the outcome of the evaluation of his/her foreign qualification(s).

- ⊕ The appeal must be lodged within 90 days from the evaluation outcome (date on letter, or SAQA Certificate of Evaluation), in accordance with the *SAQA Foreign Qualifications Evaluation and Advisory Services Appeal Policy*.
- ⊕ The form must be completed and submitted together with the necessary substantiating documents and payment to SAQA.

- ⊕ The case number (YYMMDD0000) must be used as payment reference. If the appeal is upheld, then the appeal fee will be fully refunded.
- ⊕ The following must be stated in the space provided:
 - The decision / outcome that is being appealed
 - The grounds for the appeal
 - The relief that is being sought by the applicant
- ⊕ Certificates of Evaluation underlying appeals must be returned to SAQA together with the appeals.

Section 1: General Information

Name of applicant:			
SAQA case number:	Y Y M M D D 0 0 0 0	(also use as payment reference)	
Postal address:			
		Postal Code:	
Contact details:	Cell phone:	Fax number:	
	Landline:	e-Mail:	

Section 2: Decision appealed against

<p>Decision A: The recognition decision(s) stated on the Certificate of Evaluation in respect of the following qualification(s):</p> <p>1.</p> <p>2.</p> <p>3.</p> <p>4.</p>	
<p>Decision B: The decision not to recognise the following qualification(s):</p> <p>1.</p> <p>2.</p> <p>3.</p> <p>4.</p>	

Section 3: Grounds for appeal

<p>1. The evidence underlying the <i>level</i> at which the qualification(s) is/are recognised is incomplete, incorrect or irrelevant; or the interpretation thereof is flawed</p>	
<p>2. The facts underlying the decision <i>not</i> to recognise a qualification are incorrect. The incorrect facts pertain to the following finding:</p> <p>2.1 Issuing body not recognised / accredited in national system of education</p> <p>2.2 Issuing body recognised, but not authorised to offer qualification / qualification does not have national status in the country of origin</p> <p>2.3 Documents not authentic (inconsistencies identified)</p> <p>2.4 Award not made to individual (as confirmed by the issuing body)</p>	
<p>3. The <i>process</i> was unfair (please specify)</p>	
<p>4. Other (please specify)</p>	

Section 4: Evidence attached in support of appeal	
Annexure A	
Annexure B	
Annexure C	

Section 5: Relief sought

Section 6: Appeal stage and payment			
Stage 1: Review		Stage 2: Final appeal (only after a Stage 1 outcome)	
Proof of payment enclosed: R1750		Proof of payment enclosed: R2000	

I (*full names*) _____ hereby declare that all the information contained in this form is, to my knowledge, true and correct.

Signed at _____ on this _____ day

of _____ in the year of 20____.

SIGNATURE

Section 6: For SAQA use only

Appeal lodged within 90 days of date of outcome	Yes	No
Form completed in full	Yes	No
Proof of payment enclosed	Yes	No
Substantiating documents enclosed	Yes	No
Certificate of Evaluation enclosed, if applicable	Yes	No

Captured on appeal register	y y y y / m m / d d
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Signature of official	
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