

After you have created an online profile

Congratulations!

You have created a profile online.

NOW WHAT?



1. READ THIS FIRST

The National Qualifications Framework (NQF) Act, 67 of 2008 (as amended) mandates SAQA to evaluate and advise on **foreign qualifications**. A foreign qualification belongs to the national education and training systems of a country other than South Africa, or meet other criteria as published by SAQA in the [Policy and Criteria for Evaluating Foreign Qualifications within the South African NQF \(as amended, 2017\)](#).

Do not apply for the evaluation of any of the following, as they fall outside of the scope of SAQA's foreign qualifications evaluation service:

- Professional memberships or professional designations;
- Certificates based on short courses;
- In-service training, workshops or seminars which do not form part of the requirements to obtain a qualification; or
- South African qualifications

SAQA will not refund monies paid for the above.

2. PUT TOGETHER YOUR ELECTRONIC PACK



Then upload your documents in PDF format

SAQA will accept and process your application if:

- ✓ Your document pack includes all the documents listed below; and
- ✓ Every document meets the prescriptions we provide.

2.1 Application form

- ⇒ The system will generate an application form / pro forma invoice. Print this and check correctness.
- ⇒ Read **Next Steps** and the conditions. Then date and sign the form to confirm you have accepted all the conditions on the form and in the online system.

2.2 Proof of identity

- ⇒ Copy the page with your full names and date of birth as in your identity document. Use one valid document as it is relevant in your country of origin, or in South Africa. This may also be a passport or asylum seeker permit.
- ⇒ Get a stamp from a **Commissioner of Oaths** certifying it is a true copy of the original document. The stamp must *not be older than six months*.

2.3 Proof of payment

- ⇒ At the end of the application process, you will be able to click on a payment link.
- ⇒ Make the payment online (by card).
- ⇒ Note that the evaluation fees are **non-refundable**.
- ⇒ Keep a copy of the proof of your payment ready.

2.4 Consent form

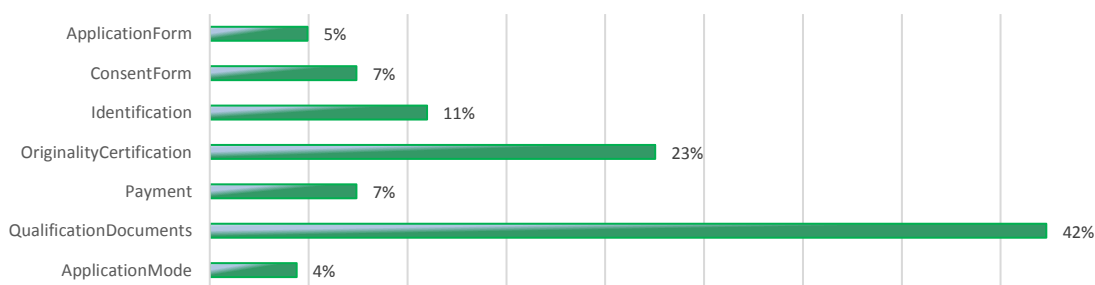
- ⇒ Follow the link to the **Consent Form** that authorises SAQA to verify your qualifications.
- ⇒ Print and fully complete the form and date and sign it to confirm your understand and accept the content.

2.5 Qualification documents

- ⇒ Make copies of all the documents described in the **general requirements** below.
- ⇒ Also check if any of the **country specific requirements** apply to you and prepare copies of those documents too.

An application lacking any of the above will not be compliant and SAQA will not accept it. SAQA will inform you of the status of the application and the requirements you have not met and give you time to rectify the problems. If you do not respond within that time frame, you will need to reapply and submit a new application, while **forfeiting the payment** for the non-compliant application. Take note the non-compliance trends below.

Reasons why SAQA turns down applications



Qualification documents



You need to know

- SAQA will request verification of qualification awards from relevant authorities in the country where you obtained the qualifications. SAQA may also request original documents from you.
- While SAQA waits for confirmation of authenticity, it will not process your application any further, including requests for changes or cancellation. If you cancel your application at this stage, you will not receive any refund.
- If misrepresentation is confirmed, SAQA will not recognise your qualification(s) and will report the misrepresentation.

Qualification documents must meet both the **General Requirements (directly below)** and the **Country Specific Requirements (overleaf)**.

General requirements (applicable to all applications)

Photocopies or scanned copies are in order

SAQA works with photocopies of qualification documents and will keep these for record purposes. Copies must be fully readable – it is better to scan or copy from original documents than from copies.

Do not submit original documents, unless SAQA specifically requests them.

Original language and sworn translations



Submit qualification documents with the relevant stamps and signatures, in the official language of the country where you obtained the qualifications.

If that language is not English, also provide SAQA with official translations into English. Do not submit *only* translations - they must come with the documents in the foreign language

SAQA does not evaluate trade tests or competency certificates in their own right.

Please submit documents for the nationally accredited training that provided access to the trade test or competency test - the final award and the full transcript of results achieved.

Trade test results and competency certificates



School qualifications



If you wrote an external examination to obtain a school qualification, provide SAQA with qualification documents issued by the official examining or certification body in the country of origin. Do not submit documents issued by the school.

SAQA will not issue a Certificate of Evaluation for (mid-way) school-leaving documents that do not certify completed, national school exit levels and were not issued by the relevant authorities. SAQA may, however, recommend access to further levels of schooling in a letter. The evaluation fees remain the same.

You must submit A/AS Level / HIGSCE certificates together with preceding O Level / GSCE results. SAQA will combine the results and not charge you extra for the lower level certificates. If you pay for both levels, you will forfeit the money.

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, you can submit those documents from the start. If you do not want them to be evaluated, do not add them in the "Qualifications to be evaluated" section of the application (SAQA charges per qualification submitted for evaluation).



◦ We need your **academic transcript(s)**

Academic transcripts are official, personalised records of your study history and results. They provide important and specific information, including:

- the composition of study programmes;
- required and attained credits;
- your performance; and
- other explanatory details that assist the evaluation process.

Academic transcripts must be complete and of good quality. Note that SAQA will not accept a syllabus or programme breakdown in the place of your academic transcript.

Did you know?
The single biggest reason why SAQA rejects applications is because they do not include transcripts

◦ We also need the **transcript legends**

Transcript legends (an explanation of codes and credits) are usually printed at the back of transcripts and are therefore easy to miss.

Make sure that you include a copy of this information.

◦ We need your **final graduation certificate(s)**, in the format applicable in the country of origin

SAQA will accept provisional certificates, or temporary certificates, or notifications of results *only* on the condition that you must submit the final award in cases where we do not receive confirmation of authenticity from the awarding institution. Without this, we will close the case and you will not receive a refund.

◦ We need to know the **field of study of your PhD**

If you submit a PhD degree for evaluation, include a university statement to specify the field of study and the title of the thesis.

Do not submit the thesis.

Country specific requirements



Democratic Republic of the Congo

School: SAQA requires the actual Diplôme d'Etat, plus the Bulletins for the 5th and 6th years. We do not accept any Attestations de Réussite.

Higher education: We require the FINAL Diplôme *together with* the Attestation de Réussite and Relevé de Notes.



europa.eu

European countries under the Bologna Declaration

Submit your Diploma or Certificate Supplement. However, note that the Supplement does not replace an academic transcript.



France

SAQA accepts only the official versions of qualification documents in the national format. They must be in the French language, issued by the relevant official government ministry and signed by the Recteur d'Académie. Include the full transcript for all the years of study.



People's Republic of China

Copies of qualification documents issued by education institutions must be certified and the names on seals must be readable.

Notarial certificates may be submitted in support of qualification documents but are not accepted on their own.

Submit qualifications together with either of the following:

- A Credential Report issued by the China Academic Degrees & Graduate Education Development Centre (CDGDC) (<http://www.cdgdc.edu.cn>); or
- An Online Verification Report issued by China Higher Education Student Information and Career Centre (CHESICC) (<http://www.chsi.com.cn/en/>)



Nigeria (and other western African countries offering WAEC examinations)

Evaluation of WAEC and NECO Senior Secondary School Certificates requires the following information together with qualification documents that meet the General Requirements above:

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



UK based vocational qualifications

Regulated qualifications must show the Ofqual logo and 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), and 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 were customised for local conditions and are not issued in the UK in line with the above requirements. SAQA requires proof of recognition in the particular issuing country.