



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

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

The SAQA Foreign Qualifications Evaluation and Advisory Services Appeal Policy governs the appeal process.

Only the qualification holder (QH) may lodge the appeal and must:

- ⊕ Do so within 90 days from receipt of the evaluation outcome (date of the letter, or SAQA Certificate of Evaluation).
- ⊕ Return the original SAQA Certificate of Evaluation to SAQA, if SAQA issued one;
- ⊕ Complete, sign and submit this form to SAQA, together with substantiating evidence in the form of official documents;
- ⊕ State the following in the space provided:
 - The decision / outcome that is being appealed;
 - The grounds for the appeal; and
 - The relief that is being sought; and
- ⊕ Use the SAQA reference (case) number as payment reference and include proof of payment of the relevant appeal fee. If SAQA upholds the appeal, then it will refund the appeal fee in full;

Section 1: General Information

Name of the qualification holder:			
SAQA evaluation reference number:		Y Y M M D D 0 0 0 0 (also use this number as payment reference)	
Courier delivery address of the qualification holder:			Postal Code:
Contact details of the qualification holder:	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>	

PLEASE TURN OVER

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

Section 5: Relief sought

Section 6: Appeal stage and payment			
Stage 1		Stage 2 (only after a Stage 1 outcome)	
Proof of payment enclosed: R2190		Proof of payment enclosed: R3280	

I (full names of the qualification holder) _____ 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 20_____.

SIGNATURE OF THE QUALIFICATION HOLDER

Section 6: For SAQA use only

Appeal lodged within 90 days of receipt of outcome	Yes	No
Form completed in full	Yes	No
Proof of correct 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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