

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.

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. PUT TOGETHER YOUR ELECTRONIC PACK



Then upload your documents in PDF format

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

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 using Paygate.
- ⇒ Note that the 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 you 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 with all supporting documents, while **forfeiting the payment** for the non-compliant application. Take note the non-compliance trends below.

- SAQA will request verification of qualification awards from relevant authorities in the country where you obtained the qualification.
- While SAQA waits for confirmation of authenticity, it will not process your application any further as this is a compulsory step in our evaluation process.
- If you cancel your application at this stage or after submission, you will not receive any refund.
- If a misrepresentation is confirmed, SAQA will not recognise your qualification(s) and will report the misrepresentation as required by the NQF amended Act.

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.

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 – it must be submitted together 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 underlying qualifying 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.



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 (currently known as Student Service and Quality Development Center of the Ministry of Education (<https://xwrz.chsi.com.cn/gateway>); or

An Online Verification Report issued by China Higher Education Student Information and Career Centre (CHESICC now CSSD). A validity period of at least 6 months (<http://www.chsi.com.cn/en/>)



European countries under the Bologna Declaration

europa.eu

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.



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 below:

- Examination number
- Examination year
- Period of examination (May/June or Nov/Dec)
- WAEC or NECO Scratch card details



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/>. In Wales, Qualifications Wales is the tasked independent regulator of vocational qualifications. In Scotland, Scottish Qualifications Authority assures qualifications offered in Scotland by approving awarding bodies and their qualifications. In Northern Ireland, the Council for Curriculum, Examinations and assessment regulates qualifications offered in Northern Ireland.

OFQUAL Qualifications issued since 2010 should have either the logo of the Qualifications and Curriculum Authority (QCA) or Qualifications and Curriculum Development Agency, and the corresponding QCA registration number; or those of OFQUAL. OFQUAL has authority to regulate qualifications offered in England only.

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.



Ethiopia

In terms of the directive from Education and Training Authority Ethiopia, applicants are required to submit to SAQA all the completed qualification documents supporting your application for evaluation (Transcripts, final graduation certificates and letters of completion) obtained within and outside Ethiopia. However, you are not required to pay an evaluation fee for all these qualifications— only record and pay for the qualification that you want SAQA to evaluate. Applicants must not include these in the “Qualification to be evaluated” section under “History of Learning” of the applications if they are not to be evaluated as SAQA charges per qualification submitted for evaluation.

e.g., if an applicant applies for evaluation of Master of Arts, he or she must submit all the qualifications leading up to this qualification even if they were achieved from a country other than Ethiopia (this includes school leaving certificates). In all cases the transcripts are also required. Please note that SAQA will only charge evaluation fee of the qualification (s) you want SAQA to evaluate only.



Angola

In terms of the official school leaving qualifications, a Certificado de Habilitações or Certificado issued by Ministério da Educação is required as per the requirements of the ministry. Both the front side and the reverse side of the certificate are required for fair and effective evaluation. The reverse side of the certificate must be signed by the Head of the Ministério da Educação. For the qualifications issued in 2023 -onwards, a QR code and the signature of the Head of the Ministério da Educação must be visible for verification purposes.



Spain

SAQA only accepts official versions of qualification documents in the national format. It must be in the Spanish language, issued by the relevant official government ministry under the name and seal of the reigning King. Include the full transcript for all the years of study.



Mozambique

Submit school leaving certificates in the original language that have been homologated by the Ministry of Education and Human Development in Mozambique. The ministry does not verify certificates that have not been homologated.



India

To check the accreditation status of an **institution of higher learning**, kindly visit the following sites:

<https://www.ugc.gov.in/>

<http://naac.gov.in/index.php/en/>

To check the legal status regarding **school leaving qualification** of an autonomous board in India, kindly consult the Ministry of Education using the following link: <https://www.education.gov.in/national-boards>. The Department of School Education & Literacy also has a dashboard of recognised boards and their affiliated schools, see the following link for ease of reference: <https://schoolgis.nic.in/>.