

# SOUTH AFRICAN QUALIFICATIONS AUTHORITY

## VERIFICATION LETTER SERVICE

The South African Qualifications Authority (SAQA) are, inter alia, tasked with the responsibility to verify the achievement of qualifications obtained from accredited South African Higher Learning Institutions. The original verification letter, as issued by SAQA, can be submitted for legalisation purposes to the Department of International Relations and Cooperation (DIRCO).

Please note the process to follow to request a verification letter from SAQA:

1. Complete the verification letter consent form - available on the SAQA website at: <https://verisearch.saga.org.za/Documents/Consent%20Verification%20v1.pdf>. Attach the completed consent form together with copies of South African qualifications, national identification document or valid passport and send to [verificationsletter@saga.org.za](mailto:verificationsletter@saga.org.za) (the copies must be scanned into their present size and be of good quality).
2. You will receive a quotation with a **reference number** and a draft verification letter. Please deposit the amount you are quoted for to the SAQA bank account on the quotation and use the **reference number** as indicated on the quotation. **Please note: no refunds for over payments will be done.**
3. Forward the proof of payment with a **reference number** to [verificationsletter@saga.org.za](mailto:verificationsletter@saga.org.za). **Please note: It takes a maximum of 3 working days for the payment to reflect on the SAQA account.**
4. As soon the payment is confirmed, you will receive an e-mail with an electronic version of your verification letter together with the certificate/s. On the same e-mail, we give details on where to collect the original verification letter. Please read the email thoroughly.

Please take note of the following:

- a. The turnaround time to process and complete the verification letter is **25 working days**. This processing time includes the following.
  - Quotation and payment,
  - Payment confirmation,
  - Issuing of the verification letter.
- b. In instances where the qualification/s are not found on the National Record's Database (NLRD), SAQA will contact the Institution/s for verification. The completion of the verification letter will depend on the time it takes for the Institution/s to respond to our verification request. The dependency on third party verification feedback may affect the turnaround time.
- c. Please do not send your verification request to any other email address except to [verificationsletter@saga.org.za](mailto:verificationsletter@saga.org.za). Requests to any other e-mail address will not be attended to until forwarded to the correct e-mail address.