



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 *Policy and Criteria for Evaluating Foreign Qualifications within the South African NQF (As Amended)* governs the appeal process. Only the qualification holder (QH) may lodge the appeal and must:

- ⊕ Do so within 90 calendar days from receipt of the evaluation outcome (date of the letter, or SAQA Certificate of Evaluation).
- ⊕ Return the original printed SAQA Certificate of Evaluation to SAQA;
- ⊕ Complete, sign and submit this form to SAQA, together with substantiating evidence for a Stage 1 Appeal 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.
- ⊕ **Pay the appeal fee per qualification**

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)		
Contact details of the qualification holder:	Cell phone:		E-mail:
	Landline:		Alternative contact no:

Section 2: Decision appealed against

Decision A: The recognition decision(s) stated on the Certificate of Evaluation in respect of the following qualification(s):

1.
2.
3.
4.

Decision B: The decision not to recognise the following qualification(s):

1.
2.
3.
4.

Section 3: Grounds for appeal

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

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

Section 5: Relief sought

Section 6: Appeal stage and payment (Fees may be revised on an annual basis) Fees are charged per qualification			
The following banking details for appeals ONLY: ACCOUNT HOLDER: SAQA BANK: STANDARD BANK ACCOUNT NO: 010516433 BRANCH CODE: 010045 PRETORIA SWIFT CODE: SBZA ZA JJ +ACC			
Stage 1		Stage 2 (only after a Stage 1 outcome)	
Proof of payment enclosed: R2 320,00		Proof of payment enclosed: R3 480,00	

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 <i>within 90 calendar days</i> of receipt of outcome	Yes	No
Form completed in full	Yes	No

Captured on appeals register	y y y y / m m / d d
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Proof of correct <i>payment</i> enclosed	Yes	No
<i>Substantiating documents</i> enclosed (Stage 1)	Yes	No
<i>Certificate of Evaluation</i> enclosed, if applicable	Yes	No

Signature of official	
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