



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.

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	
<p><u>Decision A:</u> The recognition decision(s) stated on the Certificate of Evaluation in respect of the following qualification(s):</p> <ol style="list-style-type: none"> 1. 2. 3. 4. 	
<p><u>Decision B:</u> The decision not to recognise the following qualification(s):</p> <ol style="list-style-type: none"> 1. 2. 3. 4. 	

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> <ol style="list-style-type: none"> 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) 	
<p>3. The <i>process</i> was unfair (please specify)</p>	
<p>4. Other (please specify)</p>	

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)			
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: R2460		Proof of payment enclosed: R3690	

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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