



EVALUATION OF FOREIGN QUALIFICATIONS ¹

Applications to be marked for the attention of the **Evaluation Centre**
and **mailed to SAQA** at:
Postnet Suite 248
Private Bag X06
WATERKLOOF
0145

or **hand delivered to SAQA** at:
1067 Arcadia Street
Hatfield Forum West
Hatfield, PRETORIA

(Note: Postnet to Postnet deliveries should be addressed to **Postnet Brooklyn**)
(Note: a mail box marked "Evaluation of Foreign Qualifications" is available for this purpose at the SAQA reception)

Established in terms of Act 58 of 1995

WHAT DO WE NEED to evaluate foreign qualifications?

- Foreign qualification documents** as indicated (📄). Please note that these should only represent non-local education / training, unless South African qualifications are specifically requested by SAQA for purposes of upgrading.
- Payment or proof of payment** as indicated (💰 Fees)
- Contact details of the applicant** (qualification holder or other contact person) – to be provided at all times

Postal address

.....

E-mail

Tel..... Fax

- Contact details of a third party**, if a copy of the results should be forwarded directly (note the additional fee)

Institution

Postal address

.....

Contact person

E-mail

Fax

- Purpose** of the evaluation

Employment Professional registration

Emigration¹ Permanent residence

Further study²

- Optional: a contact number** as indication that **personal collection** must be arranged with the applicant, once the evaluation results are ready (provide **only if applicable, and wait to be contacted**)

- The applicant's **acceptance** of the procedures, requirements and conditions set out on **pages 1 and 2 of this document**:

Name in print:

Signature:..... Date:

¹ Recognition of South African qualifications in foreign countries is the prerogative of credential evaluating agencies in the host countries. Evaluations **for emigration purposes** will therefore only convey information on the qualifications in question and aim to assist foreign evaluating bodies.

² Excluding bachelor's degree study at a SA university, for which Matriculation Exemption is needed. Contact the Matriculation Board at (012) 481 2927.



Foreign qualification documents

- ✓ **School certificates** must be issued by the **official examining bodies** in the countries of origin.
- ✓ Complete and legible **academic records** are needed in respect of all degrees or other tertiary qualifications, together with the **final certificates**. **Postgraduate / other advanced qualifications** are to be accompanied either by preceding qualifications, or by official statements reflecting the grounds for admission.
- ✓ **Certificates in foreign languages** should be submitted together with **sworn translations** into English. Translations from French and German are not necessarily required but may be submitted if readily available. "Notarial" certificates may support Chinese qualification documents (original language and translations), but will not be accepted as substitutes for the actual certificates of education.
- ✗ **Kindly do not fax any documentation**, unless specifically requested to do so. The general quality of faxed documents is not acceptable for evaluation purposes.



Fees

(payment methods outlined on page 2)

A. Basic fees (as applicable) – processing: 30 working days)

| | | |
|----|--|---------|
| A1 | <u>Certificate of Evaluation</u> | R300-00 |
| A2 | <u>Re-evaluation</u> (amendments / additions not as a result of our oversight) | R175-00 |
| A3 | <u>Certified Statements</u> (e.g. to verify the status of an institution where studies are intended) | R175-00 |

B. Additional fees (to be added by applicant for extra services required / charged by SAQA for additional costs incurred, as applicable):

B1 Handling fees:

| | |
|--|--|
| ☞ Bank charges for payments in foreign currency | +R85-00 |
| ☞ Bulk applications (5 and more) | +R100-00 per set of 10 or part thereof |
| ☞ Cancellation fee | R100-00 |
| ☞ Administrative fee: refunds | R25-00 |

B2 Prioritisation of application (**conditions overleaf**):

| | |
|--|----------|
| ☞ Processing required within 15 working days | +R150-00 |
| ☞ Processing required within 5 working days | +R300-00 |

B3 Extra documentation to be issued:

| | |
|--|---------|
| ☞ Additional original certificate | +R35-00 |
| ☞ True copies of the original: to applicant (each) | +R10-00 |
| ☞ True copies: forwarded to other parties (each) | +R20-00 |

HOW SHOULD payment be made?

- ✓ **In advance.**
- ✓ **Crossed postal orders** in favour of SAQA.
- ✓ **A crossed cheque** in favour of SAQA, only if bank guaranteed.
- ✓ **A direct deposit** into Standard Bank Account No 010516433, Branch No 010045 (Pretoria). **A copy of the deposit slip, reflecting clearly the name of the qualification holder and the stamp of the branch where the deposit was made, must be attached to the application.**
- * **No cash payments.**
- * **No money orders.**

WHEN TO EXPECT evaluation results

The normal processing time is **30 working days** (six weeks) from the date of registration of the application, which should include proper and complete documentation, payment as indicated and other particulars as requested – please note that processing of an evaluation can only commence at that stage.

Priority evaluations may be requested at an increased tariff as indicated. These will be processed within the timelines indicated overleaf **strictly on condition that**

- ♣ work volume allows and there is sufficient capacity available,
 - ♣ all the information on which to base an evaluation is at hand, and
 - ♣ documentation received meets the requirements as set out overleaf.
- ☞ This office reserves the right to **limit the number of priority evaluations registered and / or processed per day**, if and as circumstances dictate.
- ☞ Processing time applies equally to the processing of all document types and **excludes time in the mail.**
- ☞ If considerable research or correspondence to obtain necessary information is required, during unusually busy periods or when circumstances beyond our control prevail, **the time span as indicated above may be extended.**

OTHER IMPORTANT NOTES

- ☞ **Applications close at the end of November** of each year and **re-open on the 2nd of January** of the next year. This should be borne in mind when application is made **and** when calculating the processing time.
- ☞ For your convenience, a **mail box marked "Evaluation of Foreign Qualifications"** is available at the SAQA offices. This is meant exclusively for the delivery of fully prepared applications. We regret that no assistance to prepare applications can be rendered on site.
- ☞ **Results** will be posted to the forwarding address provided overleaf. If a copy of the results is to be forwarded directly to a third party, this must be indicated in the space provided overleaf by providing the relevant particulars. An additional fee, as indicated overleaf, is charged for this service. If evaluation results are to be collected personally, an indication of this must be given in writing upon application and a contact number provided (see 6 under "What do we need to do an evaluation?"). Applicants are requested not to pitch up for collection without prior notice from this office.
- ☞ **Any appeal over evaluation results** will gladly be accommodated *if* in writing, or per personal appointment made in advance with the evaluator concerned.
- ☞ Certified copies of qualification documents are acceptable. The right is reserved, however, to request original documents and/or have the authenticity of documents verified. If **altered or falsified documents** are submitted, no evaluation will be issued, no refund will be made, the designees for the evaluation will be notified and the information shared with government agencies.
- ☞ Applicants are cordially **requested not to enquire about progress** repeatedly, as this will result in unnecessary delays.
- ☞ Evaluations will be conducted **without prejudice** and strictly **according to the procedures and guidelines outlined** in this brochure.
- ☞ **The aim of the evaluation process** is to compare **foreign qualifications** with South African qualifications in order for a **level of recognition to be recommended**. The function was transferred from the HSRC with effect from 1 July 1999 and was fully integrated into SAQA and aligned with NQF principles.
- ☞ The recommendations made on Certificates of Evaluation should be seen as **guidelines** and are **not binding** on any institution. With regard to professional practice and / or admission to further study, these evaluations should ideally be supplemented with a purpose specific assessment accounting for content and learning outcomes.

FURTHER ENQUIRIES

☎
(012) 431-5000



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