

## Important notice regarding changes to evaluation of foreign qualifications



SAQA is in the process of streamlining its evaluation of foreign qualifications processes. This streamlining process will ensure accuracy of client information which will further enhance the quality of the service. In this way all clients benefit from the improved service and quality.

In order for us to provide a better service, **as from 1 August 2014 SAQA will ONLY accept online applications for evaluation of foreign qualifications. No other form of application will be accepted.**

The online application procedure is outlined below:

### Step 1: Online registration and application

Access the relevant link on the SAQA website through selecting Services > Evaluation of Foreign Qualifications > Online Application:

- Register yourself online if you are a new client and /or login
- Select Evaluation Certificate and carefully read through all the information
- Click Next, and complete the relevant sections
- Once complete, print the online application form
- Read and sign the declaration on the online application form (unsigned application forms will not be processed)

### Step 2: Receipt of submission number and proof of payment for the SAQA service

On the online application form printout, you will automatically receive a submission number starting with 20... . This submission number is your reference number for payment purposes. Please use this submission number when making the payment into the bank. Proof of payment without a submission number is not valid.

### Step 3: Submission of documents together with your printed online application form.

SAQA will only process your application when the following documents are received together:

1. Your printed and signed online application form,
2. Your proof of payment reflecting the submission number as reference number,
3. Your correct documentation strictly according to the requirements as stated on the online application form, and
4. A certified copy of your official identity document.

**NB: The process outlined in Step 3 applies to ALL applicants for evaluation of foreign qualifications, including those who:**

- ✓ Post applications for evaluation,
- ✓ Courier applications for evaluation, and
- ✓ Personally deliver applications for evaluation

A handwritten signature in black ink, appearing to read 'Nadina Coetzee', enclosed within a hand-drawn oval.

Director: Nadina Coetzee  
Foreign Qualifications, Evaluation and Advisory Services (DFQEAS)