



APPLICATION FORM (Please complete both pages in print)

1) PERSONAL DETAILS OF QUALIFICATION HOLDER Date of birth: D D M M Y Y Y Y (include copy of ID / passport) Title: Mr <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Prof <input type="checkbox"/> Dr <input type="checkbox"/> Other:..... Family name / surname: Maiden name (if applicable): Full names: Address Code: Address Code: Fax: E-mail: @	3) OTHER CONTACT DETAILS (optional) <ul style="list-style-type: none"> Complete this section <i>only</i> if you want a copy / copies of the results to be forwarded. Additional payment is required for this service (see page 2). Without this copies of results will <i>not</i> be forwarded). Evaluation results will not be e-mailed. Institution ① Contact person: Address Code: Fax: Institution ② Contact person: Address Code: Fax:																																																							
2) PERSONAL DETAILS OF CONTACT PERSON applying on behalf of the qualification holder (if applicable) Title: Mr <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Prof <input type="checkbox"/> Dr <input type="checkbox"/> Other:..... Initials and surname: Company / institution: Address Code: Fax: E-mail: @	3) PURPOSE OF THE APPLICATION Evaluation required for (tick one or more): <input type="checkbox"/> Employment <input type="checkbox"/> Permanent residence <input type="checkbox"/> Professional registration <input type="checkbox"/> Further study (excluding undergraduate study at a South African university. Contact Matriculation Board at telephone 012 481 2927) <input type="checkbox"/> Use in a foreign country (background information on South African qualifications to be assessed in foreign countries) <input type="checkbox"/> Other (please specify)																																																							
4) DOCUMENTS INCLUDED in compliance with requirements as set out (refer to Application Guide, p.4). Tick as applicable.	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;"></th> <th style="width: 15%;">Certified copies</th> <th style="width: 15%;">Original documents</th> <th style="width: 15%;">Original language</th> <th style="width: 15%;">Sworn translation</th> </tr> </thead> <tbody> <tr> <td rowspan="4" style="text-align: center; vertical-align: middle;">Secondary education</td> <td>Official school leaving certificate(s)</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> </tr> <tr> <td>Statement(s) of results issued by official examining body</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> </tr> <tr> <td>Official statements in lieu of certificates</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> </tr> <tr> <td>Other:</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> </tr> <tr> <td rowspan="6" style="text-align: center; vertical-align: middle;">Higher education</td> <td>Certificate(s)</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> </tr> <tr> <td>Diploma(s)</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> </tr> <tr> <td>Degree(s)</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> </tr> <tr> <td>Postgraduate qualification(s)</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> </tr> <tr> <td>Statement(s) indicating the award of a qualification/s</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> </tr> <tr> <td>Transcript(s) of Academic Record (Subject List/s)</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> </tr> <tr> <td>Other:</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> </tr> </tbody> </table>					Certified copies	Original documents	Original language	Sworn translation	Secondary education	Official school leaving certificate(s)	✓	✓	✓	Statement(s) of results issued by official examining body	✓	✓	✓	Official statements in lieu of certificates	✓	✓	✓	Other:	✓	✓	✓	Higher education	Certificate(s)	✓	✓	✓	Diploma(s)	✓	✓	✓	Degree(s)	✓	✓	✓	Postgraduate qualification(s)	✓	✓	✓	Statement(s) indicating the award of a qualification/s	✓	✓	✓	Transcript(s) of Academic Record (Subject List/s)	✓	✓	✓	Other:	✓	✓	✓	✓
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(Continued from page 1)

5) PRODUCTS AND SERVICES REQUIRED (Please refer to enclosed Tariff Guide and complete as applicable)						
Product ↓	Urgency →	Normal	Priority	High priority		
Certificate of Evaluation (First application)	R.....	✓	R.....	✓	R.....	✓
Certificate of Evaluation (Re-evaluation)	R.....	✓	R.....	✓	R.....	✓
Certified Copy of Certificate (Requested with application)	R.....	✓				
Certified Copy of Certificate (Requested separately)	R.....	✓				
Certified Statement	R.....	✓	R.....	✓	R.....	✓
Duplicate Certificate	R.....	✓				
<input checked="" type="checkbox"/> Sub-total A (please add)	R.....	OR	R.....	OR	R.....	
Postage fee: evaluation results (please refer to Tariff Guide p.1)			R			
Postage fee: copies to be forwarded to other parties (Tariff Guide p.1)			R			
Bank charges if payment is made in foreign currency (Tariff Guide p.1)			R			
Sub-total A (<input checked="" type="checkbox"/> above)			R			
6) TOTAL PAYMENT INCLUDED (please add)			R			
7) REQUIRED METHOD OF DISPATCH OF EVALUATION RESULTS (please tick the preferred option)						
<input type="checkbox"/> To be posted to the postal address provided under personal details above. <input type="checkbox"/> To be collected from the SAQA offices. Applicants will be called on the telephone number(s) provided under personal details above and collection arranged only once results are ready - kindly wait to be contacted.						
8) SIGNATURE OF APPLICANT as indication that the procedures, requirements and conditions outlined in this document are understood and accepted:						
Date.....Name in print.....Signature.....						

Please attach the necessary documents and payment (or proof of payment) to this form. Mark your application for the **attention of CEEQ** and

- **mail to SAQA** at Postnet Suite 248, Private Bag X06, WATERKLOOF, 0145 (address Postnet to Postnet deliveries to Postnet Brooklyn), or
- **deliver to SAQA** at 6th Floor Reception, Hatfield Forum West, 1067 Acadia Street, HATFIELD.

Applications must not be submitted by fax or e-mail.

Receipt of the application will be acknowledged electronically only. Ensure that an e-mail address for the applicant, if available, has been provided and is legible.

FOR OFFICE USE ONLY	Ref. No. 200.....-0.....	Payment:.....
Received:.....	Internal check:.....	Completion:.....