

Have you lost your certificate?  
Do you want to verify or evaluate your qualification?  
**OPEN THE RIGHT DOOR**

I want to verify my South African qualification



**FREE**

Qualification Holder: e-mail your National ID Number and Full Name, with the subject **"Request for Record of Learning"**, to [verifications@saqa.org.za](mailto:verifications@saqa.org.za)



Employers can also verify employee's qualifications. Contact SAQA's Verifications Project on tel: 012 431 5010, email: [verifications@saqa.org.za](mailto:verifications@saqa.org.za) or visit [www.saqa.org.za](http://www.saqa.org.za) to complete an online request and for more information

**FEE**

Wow, I got my Record of Learning in 48 hrs!



**DID YOU KNOW THAT SAQA EVALUATES FOREIGN QUALIFICATIONS?**

Application is done online only! Access the relevant link on the SAQA website through selecting Services; Evaluation of Foreign Qualifications; Online Application

SAQA verifies foreign qualifications, and compares them with local qualifications registered on the South African National Qualifications Framework (NQF)

- To apply, have the following documents:
- Signed Consent Form
  - Certified copy of your National Identity Document
  - Qualification documents
  - FEE (amount available in the application form)



Helpline: 0860 111 673 OR  
Website: [saqa.org.za](http://saqa.org.za)

**HOW DO I KNOW MY QUALIFICATION IS LEGITIMATE?**

- \* Always check the credentials of your institution with the Department of Higher Education and Training
- \* Make sure that the institution is accredited to offer the qualification that is registered on the National Qualifications Framework
- \* You can check the registration of your qualification on the NQF by contacting SAQA



higher education & training  
Department: Higher Education and Training  
REPUBLIC OF SOUTH AFRICA

Helpline: 086 999 0123  
Website: [www.dhet.gov.za](http://www.dhet.gov.za)

I lost my trade/occupational certificate



**Requirements for applying for a replacement certificate:**

- Affidavit
- Certified copy of ID
- Trade Centre name and year of the trade test
- Personal details
- Administration fees



**GO and apply for a new certificate from your**

- Assessment Quality Partner (AQP)
- Trade test centre
- Indlela
- National Artisan Moderation Body
- SETA

An AQP is a body delegated by the QCTO to manage the quality assurance of occupational qualifications

I NOW have my replacement certificate



- 1 Replacement of lost occupational/trade certificates
- 2 Maintain a database of issued certificates from which to verify issued certificates and issue replacement certificates
- 3 Quality assurance of occupational/trade qualifications

To request for verification of a trade and occupation qualification - tel: 012 003 1800, email: [verification@qcto.org.za](mailto:verification@qcto.org.za) or visit [www.qcto.org.za](http://www.qcto.org.za)

I passed my school leaving qualification but now I can't find my certificate



**What you need to apply**

- 1 A completed **APPLICATION FORM**, which can be obtained at any of the departments of education or on the website of the National Department of Basic Education ([www.education.gov.za](http://www.education.gov.za))
- 2 A signed **AFFIDAVIT** from a police station stating the status of the original certificate, for example stolen; lost in a move
- 3 A certified copy of the candidate's **IDENTITY DOCUMENT**
- 4 Proof of **PAYMENT** of administration fees

Go and apply for the replacement of your Senior Certificate (SC) and National Senior Certificate (NSC) at the District, Provincial or National Department of Basic Education.



**basic education**

Department: Basic Education  
REPUBLIC OF SOUTH AFRICA

**UMALUSI**



Umalusi issues and verifies the following certificates: General Education and Training Certificate (GETC); ABET, NSC (Schools and Colleges), SC, N3, NC (V), Subject certificates, Learning Area certificates

Tel: 012 349 1510  
Website: [www.umalusi.org.za](http://www.umalusi.org.za)

**DID YOU KNOW?**

Umalusi verifies certificates issued from November 1992 - contact [verification@umalusi.org.za](mailto:verification@umalusi.org.za). All certificates issued before November 1992 (SC, N3 certificates) must be verified by the Department of Basic Education - contact [verification@dbe.gov.za](mailto:verification@dbe.gov.za). The Higher Education and Training Department issues and verifies TVET college certificates and N Diplomas - contact [verification@dhet.gov.za](mailto:verification@dhet.gov.za).

It wasn't as hard as I thought to get a replacement certificate



I lost my higher education certificate. What must I do?



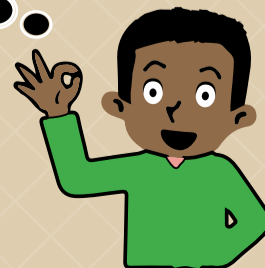
Go to the institution at which you attended.



- 1 Contact the Office of the Registrar/Graduations
- 2 Provide a sworn affidavit declaring the loss of the original certificate, a covering letter indicating your postal address and contact details, and a certified copy of your identity document. Many universities have a copy of the affidavit form on their websites



Thanks to my varsity I now have my replacement



**Council on Higher Education (CHE) is responsible for:**

- 1 Developing standards and quality assurance for all higher education qualifications
- 2 Accrediting learning programmes offered by public and private higher education institutions

Tel: 012 349 3840  
Website: [www.che.ac.za](http://www.che.ac.za)