



APPLICATION FOR EVALUATION OF QUALIFICATIONS REQUIREMENTS

1. Documents required for Evaluation of qualifications	2. Additional Important Information
<ol style="list-style-type: none"> 1. Completed and signed application for evaluation form 2. Highest School Qualification 3. Each Degree, Diploma or Certificate awarded 4. Complete, Official Academic Record of each qualification 5. Statement of Course Hours and Credits 6. Translations of all non-English Language Documents prepared by a sworn Translator inside Namibia if no sworn translator for that language, translations can be done by the awarding body 7. Degree/Diploma Supplement according to the Bologna Agreement 8. Valid ID or Passport showing photograph of Applicant 9. Proof of Name Change i.e. Marriage Certificate 10. First 15 pages of Research Project, Thesis, Dissertation for the postgraduate qualifications i.e. Bachelor Honours Degree, Master Degree and Doctorate Degree 	<ol style="list-style-type: none"> 1. All copies must be certified by the Namibian Police, Commissioner of Oaths in Namibia or by officials at the Namibian Embassies in foreign countries 2. No original documents must be handed in unless specifically requested by the NQA 3. If original documents requested, should not be laminated 4. NQA does not accept emailed/faxed documents. Copies of certified copies are not acceptable. 5. Certified Documents are retained by the NQA for Record and Reference purposes and will not be returned by the NQA after being submitted in Evaluation Applications 6. Waiting period is 30 working days depending on availability of information 7. If an application is submitted and it is incomplete, when the shortcoming is submitted the process takes 30 working days from the day the shortcoming is submitted.

<p>3. Requirements for requesting a duplicate</p> <ul style="list-style-type: none"> ▪ Completed and signed Enquiry Form ▪ Duplicate will only be issued on receipt of sworn declaration attesting to loss or damage of the original version of the report, 	<p>4. Requirements for appeal applicatio</p> <ul style="list-style-type: none"> ▪ Completed and signed Application Appeal form ▪ Time frame of appeal lodged with the NQA: <ol style="list-style-type: none"> 1) Two weeks of receipt of the evaluation report if lifted from the office of the NQA 2) Six weeks of issue of the evaluation report if mailed.
<p>5. NQA Contact Details</p> <p>Private Bag 13247 Windhoek Namibia</p> <p>Corner of Simeon Shixungileni and Dr. W. Külz Streets Windhoek Namibia</p> <p>Tel.: +264 61 384100 Fax: +264 61 384114 Email: info@namqa.org Web: www.namqa.org</p>	<p>6. Note</p> <div style="border: 1px solid black; padding: 10px; text-align: center;"> <p>INCOMPLETE APPLICATIONS WILL NOT BE TAKEN IN. PROVISIONAL CERTIFICATES CANNOT BE EVALUATED. ORIGINAL DOCUMENTS REQUESTED MUST NOT BE LAMINATED.</p> </div>