

For Official Use Only

	N\$		
Date Received	Fee Paid	Receipt No	Complete

Private Bag 13247
Windhoek, Namibia



Tel: +264 (0)61 384 100
Fax: +264 (0)61 384 114

Namibia · Qualifications · Authority

APPLICATION FOR EVALUATION OF QUALIFICATIONS

Print clearly in black or blue ink (or type)
Attach additional sheets of paper with the same headings if you need more space

1. Title (Mr/Mrs/Ms/Dr)

Surname

First Name

Previous Surname (if used on any documents)

ID or Passport number

2. Date of Birth:

DD MM YYYY

3. Gender:

M F

4. Mailing Address

Country	<input type="text"/>		
Contact Phone	Country Code ()	Area Code ()	Number: Cell:
Contact Fax	Country Code ()	Area Code ()	Number:
Contact Email	<input type="text"/>		

5. QUALIFICATION/AWARD TO BE EVALUATED

NOTE: If the space below is not enough, please add additional pages

Name of Qualification or Award	Name of Issuing Authority/Institution	Country
1.		
2.		
3.		
4.		
5.		

Motivation for obtaining these qualification/s in the country of origin:

NOTE:

1. You must provide:
- a) a certified copy of each degree, diploma or certificate awarded; and
 - b) the complete, official academic record of each award (Progress reports, provisional results and examination results are not acceptable).
 - c) a copy of any previous evaluation undertaken by the NQA of any or all of the qualifications listed.

NB: The NQA may request the following if needed:

- (a) Statement of course hours and credits; and
- (b) A syllabus or course prescription for each qualification, trade or technical course studied

If you submit forged, altered or falsified documents, an evaluation will not be issued. The NQA then reserves the right to share the information with institutions and government agencies as appropriate

6. HISTORY OF EDUCATIONAL INSTITUTIONS ATTENDED

List ALL educational qualifications, beginning with your highest school qualification and ending with your latest qualification/award

Name of Qualification or Award	Name of Institution	Country

If you submit forged, altered, or falsified documents, an evaluation will not be issued. The NQA then reserves the right to share information with institutions and government agencies as appropriate.

- NOTE:**
- Do not send original documents unless specifically requested by the NQA.
 - Facsimiles or photocopies of copies are not acceptable.
 - Certified documents are retained by the NQA for record and reference purposes.

7. EVALUATION RESULTS

Evaluation results will only be issued to the applicant. Evaluation results will be made available by mail or personal collection according to the client's instructions. Evaluation reports will under no circumstances be faxed or e-mailed.

I wish to receive the Evaluation Result by: **Courier Service (Should be paid by the Receiver)**

Personal Collection

IMPORTANT NOTES

- Have you completed all the relevant sections of the form?**
- Have you enclosed CERTIFIED COPIES of all relevant supporting documents? Certification to be done by the Namibian Police / Commissioner of Oaths in Namibia / Officials at the Namibian Embassy in a foreign country.**
- Highest School Certificate
- Each degree, diploma or certificate awarded.
- Complete, official academic records/transcripts of each award
- Statements of course hours and credits
- A syllabus or course prescription for each qualification, trade or technical course studied.
- Statements of course hours and credits
- Translations of all non-English language documents prepared by a sworn translator.
- Proof of name change (i.e. Marriage Certificate)
- ID or Passport showing photograph of applicant.
- Degree/Diploma Supplement according to the Bologna Agreement (if applicable)
- First 15 pages of Research Project, Thesis or Dissertation for the Postgraduate qualifications (Bachelor Honours Degree, Masters Degree and Doctorate Degree (PhD)).
- Previous Evaluation Report (if applicable)

A **certified** copy is a copy which is verified by the issuing authority or a commissioner of oaths, such as a solicitor or police officer, as a **true copy of the original**. A signature is required on each page, with the name and title of the official printed legibly below the signature. The telephone number of the official should also be given. Please note that copies should be certified inside Namibia or at a Namibian Embassy.

9. DECLARATION

I certify that the information provided in this application is true and accurate. I understand that the evaluation outcome is not binding on any institution or registration body and that it is based on the best information available to the Namibia Qualifications Authority at the time of the evaluation. I am also in agreement that the NQA may request additional information from me.

All foreign qualifications should be verified by the awarding bodies. Upon submission of your application pack, you will be issued with a verification request letter. The applicant is required to send the letter to the awarding body to confirm the authenticity of the qualification/s directly to the NQA.

In signing this application, I also authorize the NQA to make such enquiries as necessary with the awarding body in the country of origin in relation to the authenticity of my qualification/s.

Signature of Applicant (Person holding qualifications)

DD

MM

YYYY

FEES FOR EVALUATION

A Fees Structure for Evaluation of foreign qualification is explained in the table below:

PRODUCT	NORMAL APPLICATION	URGENT APPLICATION
Evaluation certificate	N\$360-00 (<i>per qualification</i>)	N\$720-00 (<i>per qualification</i>)
Appeal of an evaluation outcome (<i>To be refunded if a report is revised as a result of an oversight by the NQA</i>)	N\$210-00 (<i>per qualification</i>)	N\$570-00 (<i>per qualification</i>)
Certified copy of an evaluation report/certificate	N\$24-00 per report/certificate	
Duplicate Report/Certificate (Original) (<i>only in case of loss or damage – affidavit required</i>)	N\$210-00 per report/certificate	

BANKING DETAILS

Account Name : NAMIBIA QUALIFICATIONS AUTHORITY
Name of the Bank : FIRST NATIONAL BANK
Account Type : ENTERPRISE BUSINESS ACCOUNT
Account Number : 64282949832
Branch Code : 281872
Branch Name : WINDHOEK CORPORATE CENTRE

Evaluations normally take thirty (30) working days to complete. Working days are days on which the NQA is open for business and exclude Saturdays, Sundays, public holidays and the annual recess in December/January.

NQA CONTACT DETAILS

Private Bag 13247 Corner of Simeon Shixungileni and Tel: + 264 61 384100
Windhoek Dr. W.Kulz Streets Fax: +264 61 384114
Republic of Namibia Windhoek Web: www.namqa.org