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Namibia · Qualifications · Authority

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Windhoek, Namibia

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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.

Female / Male

4. Mailing Address

Residential Address

Country

Contact Phone

Country Code()

Area Code ()

Number:

Cell:

Contact Fax

Country Code()

Area Code ()

Number:

Contact Email

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.		

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.

2. You must provide (if available):
 - a) statements 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

7. APPRENTICESHIPS

If you served an apprenticeship you **must** provide certified copies of your completion of apprenticeship certificate or your contract of apprenticeship.

If you did not serve an apprenticeship, you **must** provide detailed testimonials from past and present employer(s) detailing your trade or technical training.

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.

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

8. 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 instruction. 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

A certified copy of the Evaluation Report may be issued to another party if specifically requested and paid for by the applicant.

Please issue certified copy to:

Name:

Address:

IMPORTANT NOTES

- Have you completed all the relevant sections of the form?
- Have you enclosed **CERTIFIED COPIES** of all relevant supporting documents?
 - Highest School Certificate
 - Each degree, diploma or certificate awarded
 - Complete, official academic record of each award
 - Statements of course hours and credits
 - A syllabus or course prescription for each qualification, trade or technical course studied
 - Apprenticeship documents where relevant
 - 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)
 - Proof of research or work project e.g. Dissertation, thesis etc. for post Graduate Qualifications.
 - 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.

In signing this application, I also authorize the NQA to make such enquiries as necessary with the awarding body in the country of origin to verify the award to me of any or all of the qualifications listed in this application.

Signature of Applicant (Person holding qualifications)

DD

MM

YYYY

FEEES FOR EVALUATION

A Fees Structure for Evaluation is still under consideration. Until such time as fees have been approved, NO fees are payable

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

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