# APPLICATION FOR EVALUATION

## 1. Documents required for Evaluation

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 translations 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. Proof of Research of work project e.g. Dissertation, Thesis etc. For Post graduate Qualifications

## 2. Additional Important Information

- All copies must be certified by the Namibian Police, or Namibian Embassy in Foreign Countries
- No original Documents must be handed in unless specifically requested by the NQA
- Original Documents Requested must not be laminated
- Facsimiles of Photocopies of copies and email scanned document are not acceptable
- Certified Documents are retained by the NQA for Record and Reference purposes and will not be returned by the NQA after submitted in Evaluation Applications
- Waiting period is 30 working days depending on availability of Information
- 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.
3. Requirements for Requesting a Duplicate

- Completed and signed Enquiry form
- Duplicates will only be issued on receipt of a sworn affidavit attesting to the loss or damage of an original version of the report.

4. Requirements for Appeal Application

- Completed and signed Application Appeal form
- **Time frame of Appeal lodged with the NQA:**
  1) Two weeks of receipt of the evaluation report if uplifted from the office of the NQA
  2) Six weeks of issue of the evaluation report if mailed

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**NQA Contact Details**

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INCOMPLETE APPLICATIONS WILL NOT BE TAKEN IN. PROVISIONAL CERTIFICATES CANNOT BE EVALUATED. ORIGINAL DOCUMENTS REQUESTED MUST NOT BE LAMINATED.