



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

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

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