

## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

### VERIFICATION LETTERS ISSUED BY SAQA

The South African Qualifications Authority (SAQA) are, inter alia, tasked with the responsibility to verify the achievement of qualifications obtained from accredited South African Higher Learning Institutions. The original verification letter, as issued by SAQA, can be submitted for legalisation purposes to the Department of International Relations and Cooperation (DIRCO).

To this end, please note the process to follow to get a verification letter from SAQA:

1. Complete the verification consent form available on the SAQA website at: <http://verisearch.saqa.org.za/Documents/Consent%20Verification%20v1.pdf> and send the completed application to [verificationsletter@saqa.org.za](mailto:verificationsletter@saqa.org.za).
2. Send a copy of all the national qualifications you want to verify with the above consent form (**the copies must be scanned in to their present size and of good quality as they will be printed and attached to your verification letter.**)
3. Send a copy of your South African National identification document or valid passport if you are not a South African citizen but studied in an accredited South African Higher Learning Institution.
4. Do not use any other email than [verificationsletter@saqa.org.za](mailto:verificationsletter@saqa.org.za).
5. Do not send your request to individual SAQA staff members, it will only slow down your application as staff are working remotely. Do not cc any other email address as it will only lead to duplication and delay your application.
6. You will receive a quotation from SAQA for the verification letter. Pay the correct amount in the SAQA bank account provided in the email. Use the quotation number and your surname as a reference. There is a quoted amount to be paid and **no refunds for over payments will be done.**
7. Send the proof of payment directly from your bank to [verificationsletter@saqa.org.za](mailto:verificationsletter@saqa.org.za) and quote your surname and reference number as stated in your quotation.
8. You will get an electronic response from SAQA indicating the way forward and when you can expect the original signed and stamped verification letter.
9. The verification letter will be scanned and a PDF version will be sent to your email address.
10. The SAQA building is not accessible for the public because of the COVID -19 virus and the collection of the original can be arranged with Postnet Brooklyn.
11. SAQA aim to complete the process within 20 working days although SAQA strive to complete the process as quick as possible. Verification of some of the achievements depend on third parties and may take longer to confirm.
12. To expedite your application please use the provided email for all your correspondence and enquiries.