SOUTH AFRICAN QUALIFICATIONS AUTHORITY

VERIFICATION LETTERS ISSUED BY SAQA

The Department of Higher Education and Training (DHET) stopped verifying South African issued tertiary qualifications, both public and private higher education institutions, with effect from 29 November 2019. The South African Qualifications Authority (SAQA) took over this function with effect from 1 December 2019. The original verification letter, as issued by SAQA, must 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 at www.saqa.org.za and send it to verificationsletter@saqa.org.za.
2. Send a copy of all the qualifications you would like to be verified with the above consent form (the copies must be scanned in to their present size and 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 for a South African qualification.
4. Do not use any other email than verificationsletter@saqa.org.za.
5. Do not send your request to individual staff members as it will only slow down your application. Do not cc any other email as it will only lead to duplication and the delay of your application.
6. You will receive a quotation. Pay the fee in the bank account provided in the email. Use the quotation number and your name as a reference. There is a minimum fee but the final amount will depend on the quantity and the source of the verification.
7. Send the proof of payment directly from your bank to verificationsletter@saqa.org.za and quote your reference number.
8. You will get a response from SAQA indicating the way forward and when you can expect the signed and stamped verification letter.
9. The whole process will be completed within 20 working days although SAQA strive to complete the process as quick as possible.
10. To expedite your application please use the provided email for all your correspondence and enquiries.

IMPORTANT NOTICE

SAQA intend to automate the application and payment process within the foreseeable future and will communicate all changes via the SAQA website at www.saqa.org.za.