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South African Qualifications Authority Verification of national qualifications fees*

Notice of tariff amendments 2024/25 and 2025/26 effective from 1 May 2024 and 1 April 2025

SAQA verifies national qualifications for clients with a contractual agreement and Individuals who require a verification letter. The verification is done at various tariffs that may be amended annually.

The SAQA Board approved the amendment of tariffs for the 2024/25 and 2025/26 financial years on 20 March 2024. The revised tariffs are implemented from 1 May 2024 and 1 April 2025

Amended Verification of national qualifications tariffs

Type of verification	Service Level		Fieldwork	Tariff 2024/25	Tariff 2025/26
Senior Certificate - pre 1992 (DBE)	Individual Record	Extra Up to 2 working days	Fieldwork required	R260.00	R276.00
		Special 3 to 5 working days		R191.00	R203.00
		Standard 6 to 25 working days		R160.00	R170.00
		Record Not Found		R74.00	R79.00
Senior certificate after 1992 (Umalusi)	Individual Record	Extra Up to 2 working days	Electronic / fieldwork	R105.00	R112.00
		Special 3 to 5 working days		R95.00	R101.00
		Standard 6 to 25 working days		R84.00	R89.00
		Record Not Found	Fieldwork	R74.00	R79.00
Tertiary qualification	Individual Record	Extra Up to 2 working days	Electronic	R594.00	R630.00
			Fieldwork	R945.00	R1 003.00
		Special 3 to 5 working days	Electronic	R297.00	R315.00
			Fieldwork	R763.00	R810.00
		Standard 6 to 25 working days	Electronic	R153.00	R162.00
			Fieldwork	R477.00	R506.00
Record Not Found	Fieldwork	R74.00	R79.00		



Type of verification	Service Level		Fieldwork	Tariff 2024/25	Tariff 2025/26
No charge record, previously verified for the public sector	Individual record (DPSA)	Various requests, (DPSA)	Electronic	R0.00	R0.000
Bulk	At least 125 records per submission	Standard 6 to 25 working days	Electronic/ No Fieldwork	R6 630.00 minimum and after that R53,00/record submitted	R 7 030.00 minimum and after that R54,00/record submitted
Cabinet letters	Per Letter	Urgent Extra Up to 1 working day	Electronic / Fieldwork	R 2 350.00	R2 493.00
		Special 2 to 5 working days	Electronic / Fieldwork	R764.00	R811.00
		Standard 6 to 25 working days	Electronic / Fieldwork	R647.00	R686.00
Verification Letters	Standard Letter	Standard 6 to 25 working days	Electronic / Fieldwork	R647.00 per Letter	R686.00 per Letter
	Re-issue of an existing letter	Standard 6 to 25 working days	Electronic	R106,00 per Letter	R112 per Letter
	Confirmation if SAQA issued the letter.	Standard 6 to 25 working days	Electronic	R106,00 per Letter	R112.00 per Letter
Application Programming Interface (API)	At least 10 000 records per submission	Standard 3-5 working days	Electronic/ No fieldwork	R 3 183,00 minimum per 2 Interface (API) submission	R3 377.00 minimum per 2 Interface (API) submission
Part-qualification per record	Individual part-qualification	Extra Up to 2 working days.	Electronic	R53.00	R56.00
			Fieldwork	R84.00	R89.00
	Individual part-qualification	Special 3 to 5 working days	Electronic	R37.00	R39.00
			Fieldwork	R58.00	R62.00
	Individual part-qualification	Standard up to 25 working days	Electronic	R26.00	R28.00
			Fieldwork	R37.00	R39.00

	Service Level		Fieldwork	Tariff 2024/25	Tariff 2025/26
	Individual part-qualification Bulk	Standard 6 to 25 working days	Electronic/ No fieldwork	Minimum R6 365.00 for first 150 records then R17.00 each per record found	Minimum R6 753.00 for first 150 records then R18.00 each per record found
Learner extract from the NLRD	Extract from the NLRD	Standard 6 to 25 working days	Electronic/ No fieldwork	No charge	No charge

NATIONAL VERIFICATIONS APPEALS

Appeals	Service level		Fieldwork	Tariff 2024/25	Tariff 2025/26
Motivated request for review of a verification result. Non-refundable fee	Individual – Part qualification	Standard 6 to 25 working days	Fieldwork	R370.00 per record	R393.00 per record
Request for an appeal against a verification decision after a review was made. Non-refundable fee		30 working days	Fieldwork	R1 115,00 per record	R 1 183.00 per record

Notes - National qualifications

1. Quoting is based on the requested turnaround times while invoicing will be based on the actual turnaround times.
2. Should a record be verified outside the turnaround time selected by a client due to external delays or dependencies, the next best turnaround option will become applicable.
3. The upper end of the range of days indicated is for the maximum time envisaged for the verification of the record; however, actual times may be shorter.
4. A “record” is one qualification for a person. Should a person have five qualifications to be verified, it will require submission of five records for verification.
5. “Timeframe (working days)” refers to the number of working days after all required information is submitted.
6. “Required information” refers to: correct names and national ID numbers; correct qualification and institution information; all school leaving certificates and or any other certificates or consent forms that SAQA specifically requests.

7. "Fieldwork" refers to the need for gathering further information from external awarding bodies.
8. "Electronic" refers to the situation where searches are automated to find answers, while "manual" refers to the case where a person is required to perform the verification for a decision.
9. A Bulk verification consists of 150 or more records of either National Senior Certificates or tertiary records submitted at a minimum fee as outlined in the fee structure, per submission. A further price, as indicated in the fee structure per record found, will be applied thereafter. (National Senior Certificate bulk is only undertaken for school leaving certificates 1992 onwards and the correct Umalusi certificate numbers must be included in the submission where available.)
10. This pricing structure is applicable to qualifications obtained in South Africa. The evaluation and verification of foreign qualifications are dealt with separately.
11. All SA Government clients will pay once for the verification of a specific record whereafter the result will be made available, free of charge, to other government clients where SAQA receives submission of a request to verify that particular record.
12. Verification letter feedback will be provided for all compliant applications within 25 working days.
13. Private clients may be required to pay a pro-forma invoice before the verification service will be undertaken.

**Fees are determined by the Board and may be reviewed*