



Foreign Qualifications Evaluation and Advisory Services

Guidelines to using the online verification system

1. Access the SAQA website at www.SAQA.org.za.
2. Go to *Services -> Evaluation of Foreign Qualifications* and click on *Online Verification of SAQA Certificate of Evaluation*
3. Click on SIGN IN. Your Username will be the Client Name shown on your authorisation code information email and your Password will be the Authorisation Code.
4. Click SUBMIT, and then click View Certificates.
5. Under the Action column, click on View for the certificate you are verifying, if there is more than one.
6. Fill in the Barcode number and the Serial number as reflected on the Certificate of Evaluation.
7. Fill in the Date of Birth by clicking in the area, click on the year and select the desired year; next select the desired month; then the day.
8. Click on CONTINUE.
9. The individual qualifications will appear on the screen.
10. In the Action field to the right of the information, click on View to view the evaluation details.
11. Use the Back Arrow at the top left of the screen to return to the main Certificates of Evaluation page to view other evaluated qualifications' details, if there is more than one.
12. Click on Main Menu to return to the main screen.

Important information:

This facility is to be used for the sole purpose of verifying the authenticity of evaluations completed for the respective candidate for which a Certificate of Evaluation was issued. It must not be considered as a Certificate of Evaluation in itself and printed copies of this verification have no official status whatsoever. For additional security, the information on the screen will not be an exact duplication of the actual Certificate of Evaluation.

It is strongly suggested that parties receiving the online verification access information should insist on seeing the ORIGINAL Certificate of Evaluation before a final decision is taken. The combination of the two provides the necessary security against misrepresentation.

If upon viewing a qualification the message "REVOKED REVOKED" is visible across the document, this means that for some reason SAQA has seen fit to REVOKE the Certificate of Evaluation in respect of this qualification holder. In such a case, please contact SAQA as soon as possible.