



SEYCHELLES QUALIFICATIONS AUTHORITY

APPLICATION FOR RECOGNITION AND EVALUATION OF QUALIFICATIONS

Personal Information:

Title (Mr/Ms/Mrs/Dr):	First Name(s):
Surname: Previous Surname (if applicable):	
Local Address for correspondence:	
<i>(Please note that the SQA should be notified immediately of any change in address)</i>	
Nationality:	Date of Birth:
N.I.N (for Seychellois): Passport N° (for foreigners):	
Local Phone Number: Home:	Office: Mobile:
Email Address:	
Occupation (in Seychelles): Organisation:	

Service Required (*Tick as appropriate*):

Evaluation	☐	
Certify True Copy	☐	

Qualification/Award to be Evaluated or to Certify True Copy

Name of Qualification or Award	Year of Award	Name of Issuing Authority/Institution	Country
1.			
2.			
3.			
4.			
5.			

NB: Qualification information must be provided in chronological order.

Documents Required for Evaluation of Qualification/Award:

You must provide	a)	Legible original qualification;
	b)	Legible copy of the qualification certified by the awarding institution, a diplomatic mission or by a competent/recognition authority in the awarding institution's country of origin as being a "true copy of the original" (if the original qualification is not available);
	c)	Legible original academic record/transcript of the years of study;
	d)	<i>(If the original academic record/transcript is not available)</i> Legible copy of the academic record/transcript of the years of study certified by the awarding institution, a diplomatic mission or by a competent/recognition authority in the awarding institution's country of origin as being a "true copy of the original";
	e)	Proof of change of name, if applicable
	f)	Identity document (National Identity Card, valid passport or valid driving licence)
You must provide (if available)	a)	Statement of notional hours of the programme or credits;
	b)	A syllabus of programme prescription.

NOTE:

- If the qualification and/or the academic record are in a language other than English or French, a certified translation into one of the two languages mentioned from a legal body (attorney, judge or commissioner of oath) or the awarding institution must be attached.
- *If the original documents are lost and certified copies of the originals are not available:* an official statement from the awarding institution or authorised national or international body to the effect that the qualification was awarded to the applicant must be provided.

Please note that presentation of false/fake documents constitutes an offence under law, and is liable for prosecution. Incomplete application will not be accepted.

Declaration

I, the undersigned, certify that the certificates and other supporting documents I have submitted are authentic and that, to the best of my knowledge, the information I have provided are correct at the present time.

Date:

Signature:

For Official Use Only

Received by:
Reference N°:
Payment:

Date:

Signature:

Definitions

“Certified True Copy” means a copy of an original qualification certificate or other document that has been certified by an authority, legal entity, or any other authorised body as being a true copy of the original.

“Certified Statement” means a statement issued by the SQA in relation to a person’s qualification(s)

“Evaluation” means the process of evaluating and validating qualifications so that the qualifications holder can be considered for further/higher education and/or employment activities.

Processing Time and Fast Track Services

The process of recognition and evaluation begins only after the applicant has submitted all the required documents.

Applications shall be processed between fifteen (15) and sixty (60) working days, depending on the specificity of each case.

The Authority aims to complete **Fast Track Evaluations** within fifteen (15) working days after all supporting documents have been submitted.

Fees

** In this context qualification includes credit bearing short courses.*

Type of Service	1-2 qualifications	Batch 3-5 qualifications	Each additional qualification
Regular Recognition and Evaluation Expatriate	SCR 500	SCR 700	SCR 100
Fast Track Recognition and Evaluation Expatriate	SCR 1000	SCR 1200	SCR 100
Regular Recognition and Evaluation Seychellois	SCR 250	SCR 450	SCR 100
Fast Track Recognition and Evaluation Seychellois	SCR 500	SCR 700	SCR 100
Certify True Copy - Expatriate	SCR 350	SCR 550	SCR 50
Certify True Copy - Seychellois	SCR 350	SCR 450	SCR 50

SQA CONTACT DETAILS

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