

# SAQA Verified Academic Qualification Application Form

Version 1.0 8/8/24

**Please Note:** Embassy Services (Pty) Ltd is a private company and not a government department or High Court issuing body or specifically associated with SAQA or DIRCO. We provide consulting, submission and collection services, and charge for our expertise and for successfully and quickly obtaining and legalising documents.

## Instructions:

1. Please email us at [support@embassyservices.co.za](mailto:support@embassyservices.co.za) or call or whatsapp us on +27 10 500 5320 if you need assistance with these forms.
2. Please fill out all of the pages of this form on your computer or with **black pen**.
3. Sign, scan and email it to us at [support@embassyservices.co.za](mailto:support@embassyservices.co.za), along with high quality scans of your Academic Degrees and a copy of your **SA ID** or **Passport**.
4. We will check the form and confirm receipt and immediately apply to SAQA for verification of your qualifications. It normally takes SAQA 4-5 days to respond with a quote and confirming that they can verify the qualifications.
5. Once we receive payment from you we will pay SAQA their fees, and the process starts. It normally takes 28 days. We follow up and ensure that everything is being processed and once SAQA has completed the process we collect it from them the following business day.
6. We send you a high resolution scan of the SAQA letter and verified qualifications to ensure that all the details are correct and for your peace of mind.
7. Once you have confirmed that all details are correct we send it for apostilling (if you have ordered that option), or courier it directly to you. Local courier takes 1 business day, worldwide courier takes 4-5 days.

## Section 1: Your Details

Name			
Email Address			
Mobile Number			
Address			
Town		State/Province	
Country		Postal Code	

## Section 2: Delivery Address:

(if different to the above address)

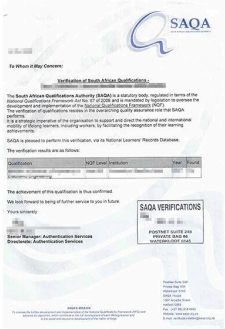
I would like to send my own courier (tick box)

☐

Address			
Town		State/Province	
Country		Postal Code	

## Section 3: Order Details (Please see [our website](#) for current prices)

(please tick all that apply)



### SAQA Verification of your Academic Qualifications

This service is for individuals who need a verification letter confirming their tertiary qualifications obtained in South Africa. This letter is attached to stamped copies of your qualification, which can then be apostilled or legalised at DIRCO for acceptance overseas.

*The verification letter is limited to registered qualifications and **NOT** short courses nor foreign qualifications or professional designations.*

## Section 4: List of Qualifications to verify at SAQA

Achievement	Year	Institution	Student Number

## Section 5: Do you need an Apostille attached to this letter and the stamped copies of your degree?



### DIRCO Hague Convention Apostille

An apostille is a certificate that confirms the authenticity of your SAQA letter and stamped degrees

*This verifies that the document is legitimate and can be recognized in a foreign country that is a member of the Hague Apostille Convention.*

What country is this apostille intended for?

## Section 6: Filling out the SAQA form on the next page

Please fill out the form on your computer or in **black ink** and sign and scan and send to us at [support@embassyservices.co.za](mailto:support@embassyservices.co.za) along with high resolution colour scans of your qualifications as well as copies of your ID or Passport.

**Important:** SAQA requires you to put your personal contact information on this form. Please use your personal email address and phone number. If SAQA contacts you at any time regarding your authentication simply forward the email to us and we will liaise with them on your behalf, and collect the verification letter as soon as it is ready.



## Section 6: Limited Power of Attorney

### Between the Principal:

Name

### And

Embassy Services (Pty) Ltd. Incorporated under the laws of South Africa and situated at 2202 Red Ivory Lane, 50 Avalon Road, Modderfontein, Edenvale, 1609, South Africa.

### Appointment of Agent

The Principal appoints Embassy Services (Pty) Ltd as his/her representative to apply for and collect documents from SAQA and optionally an apostille from DIRCO to accompany the document. The Agent is granted full power and authority to act on the Principal's behalf for this purpose.

### Extent of Authority

The Agent is granted the following powers:

1. **General Authority:** To perform any act or duty necessary for procuring documentation from SAQA and the Department of International Relations and Cooperation.
2. **Collection Authority:** To procure, request, collect, and receive all certificates and documents, and to execute all necessary endorsements, apostilles, releases, and receipts.
3. **Employment of Professionals:** To employ and compensate agents, accountants, attorneys, and other professionals as needed.

The Agent is authorized to perform all acts as fully as the Principal could if personally present, with full power of substitution or revocation, ratifying all lawful actions performed by the Agent under this power of attorney.

The Principal understands that all timelines are provided as guidelines and and accepts the Embassy Services terms and conditions at <https://embassyservices.co.za/terms-and-conditions/>.

Signed at

Date

Your Signature

Our Signature