

Umalusi Verified Senior Certificate 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 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, along with high quality scans of your Academic Degrees and certified copies of your senior certificates as well certified copies of your ID or Passport. **The certified copies must be less than 3 months old**
4. We will check the form and confirm receipt send you an invoice. Once we receive payment we will apply to Umalusi for the verification letter.
5. We follow up and ensure that everything is being processed and once Umalusi has completed the process we collect it from them the following business day.
6. We send you a high resolution scan of the Umalusi letter and verified certificate 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)



Umalusi Verification of your Senior Certificate

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 Certificates to verify at Umalusi

Certificate	Year	Institution

Umalusi can verify the following certificates:

1. Senior Certificate (Schools after 1992)
2. National Senior Certificate (Schools after 2008/11)
3. National Senior Certificate (Colleges – N3 subjects and two languages)
4. National N3 certificate
5. National Certificate (Vocational): (Levels 2, 3 and 4)
6. General Education and Training Certificate (ABET Level 4)
7. Subject Statements/Certificates and/or Learning Area certificates for the above qualifications

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



DIRCO Hague Convention Apostille

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

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: Requirements for submission of the request to Umalusi

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 along with the following:

1. A certified copy of the senior certificates you need verified. The certified copies may not be older than three months.
2. A certified copy of your ID or Passport. The certified copy may not be older than three months

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 Umalusi 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 Umalusi 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