

## INFORMATION SHEET

### DEPARTMENT OF BASIC EDUCATION (DBE) / UMALUSI / THE SOUTH AFRICAN QUALIFICATIONS AUTHORITY (SAQA) IRO TERTIARY QUALIFICATIONS / QUALITY COUNCIL FOR TRADES AND OCCUPATIONS (QCTO)

Educational qualifications obtained through school or higher educational institutions and training facilities need to be verified by the Department of Basic Education (DBE) / UMALUSI / or the South African Qualifications Authority (SAQA) (*where applicable*) and trade certificates by the Quality Council for Trades and Occupations (QCTO) **before** submission to the Department of International Relations and Cooperation (DIRCO) – Legalisation Section for legalisation (Apostille/Certificate of Authentication) purposes. The original certificate together with copies should be submitted to the DBE / UMALUSI / SAQA (wef 1/12/2019) and QCTO. Refer to the specific guidelines from UMALUSI and SAQA, as this differs from the other Departments/institutions. The relevant section at the DBE / UMALUSI / SAQA (wef 1/12/2019) / QCTO should stamp and sign a true copy of the certificate and issue an original covering letter confirming that the educational institution is a recognised institution in South Africa / verify the qualification according to the National Qualifications Framework (NQF) database or confirm the relevant trade test/trade certificate as obtained in South Africa. The original covering/verification letter and stamped/signed copy of the certificate must then be submitted to DIRCO (Legalisation Section) for legalisation purposes, before submission to the foreign representative in South Africa (*where applicable*).

#### IMPORTANT INFORMATION:

- All foreign documentation / qualifications must be legalised from the country of origin.
- The DBE will only be able to assist if the institution is registered with the Department. Contact the DBE at the numbers below to verify if the institution is registered with the Department, **before** submitting your documentation.
- SAQA took over the verification process iro South African issued tertiary qualifications from the DHET with effect from 1 December 2019.
- The Colleges of Medicine of South Africa (CMSA) is a professional and an examination body that regulates and oversees postgraduate in all the disciplines of medicine and dentistry. This institution falls under the Department of Health and the Health Professions Council of South Africa. In these cases, please refer to the Health Professions Council of South Africa (HPCSA) – e-mail: [info@hpcsa.co.za](mailto:info@hpcsa.co.za) / website: [www.hpcsa.co.za](http://www.hpcsa.co.za) for further information.
- **UMALUSI** (previously the South African Certification Council) is a statutory Council and is the only body mandated to issue certificates in general and further education and training, and has done so since November 1992. It is also the Council's responsibility to verify the authenticity of the certificates it issues.

The qualifications verified by UMALUSI are as follows:

- Senior Certificate (schools);
- National Senior Certificate (schools from 2008/11);
- National Senior Certificate (colleges – N3 subjects and two languages);
- National N3 Certificate;
- National Certificate (Vocational) – (levels 2, 3 and 4);
- General Education and Training Certificate (ABET level 4); and
- Subject Statements/Certificates and/or Learning Area Certificates for the above qualifications.

Please note the following exceptions where UMALUSI will not be in a position to do the verification:

- All certificates issued before November 1992 must be verified by the Department of Basic Education (schooling qualifications).

- During the period between the release of results and certification e.g. for grade 12 learners – January to April for the November examination and January to August for those who have written the March supplementary examination, the verification of the Statement of Results will be done by the Department of Basic Education..
- In the event that the results have, for whatever reason, not yet been certified, the requestor will be referred to the Department of Basic Education for verification purposes, as UMALUSI can only verify those records which have been certified.
- All primary and secondary school results (grades 1 to 11) are verified by the Department of Basic Education.
- **The South African Qualifications Authority (SAQA)** is a statutory body, regulated in terms of the National Qualifications Framework Act No. 67 of 2008. SAQA is mandated by legislation to oversee the development and implementation of the National Qualifications Framework (NQF).  
Note: SAQA will provide an original verification letter that must be submitted to the DIRCO – Legalisation Section for legalisation purposes. However, SAQA could also assist to stamp and sign a copy of the qualification, if it conforms to the following: The qualification title on the certificate must be the same as the registered title of the qualification on the SAQA NQF. SAQA stated that unfortunately it frequently happens that institutions make up their own title for a registered qualification. In such cases SAQA will confirm in the verification letter the qualification that the learner obtained BUT will not sign and stamp the certificate.
- **The Quality Council for Trades and Occupations (QCTO):** The Skills Development Act, 1998 (Act No. 97 of 1998), as amended legislates the quality assurance functions for which the QCTO is responsible. In terms of section 26 D (4) and H (3) (b) of this Act, QCTO has the responsibility for issuing of certificates. The qualifications verified for this purpose are:
  - Occupational Certificates NQF Levels 2-8; and
  - Trade certificates under the following categories:
    - Trade Certificates issued by the QCTO under the Skills Development Act – certificates issued from 1 November 2013 onwards;
    - Trade Certificates issued under the Department of Labour, Department of Manpower and the Department of Higher Education and Training;
    - Trainee certificates issued under Section 30 of the Manpower Training Act by the Department of Labour, Department of Manpower and Department of Higher Education and Training;
    - Trade Certificates issued under the Black Builders Act; and
    - Replacement Trade Certificates issued by the QCTO.

Please note the following exceptions where the QCTO will NOT be in a position to do the verification of a trade certificate: A trade certificate issued by a former Training Board or a Sector Education and Training Authority (SETA). .

#### **CONTACT DETAILS:**

#### **SCHOOL AND TRANSFER CERTIFICATES:**

#### **DEPARTMENT OF BASIC EDUCATION**

ADDRESS: Department of Basic Education (DBE), SOL PLAATJE HOUSE, 222 Struben Street, Pretoria, 0022 / Private Bag X895, Pretoria, 0001  
FAX NO'S: (012) 328-6878 or 323-0603  
Website: [www.education.gov.za](http://www.education.gov.za)

**Primary and Secondary School Certificates (Grade 1-11):** The transfer card needs to be signed and sealed by the principal of the school and the education district director or deputy director. The principal of the school

needs to provide a letter confirming that the pupil studied at the school. Then it should then be taken to the National Department of Basic Education, who will issue a confirmation letter for the DIRCO – Legalisation Section to legalise (Apostille/Authentication) the accompanying documents.

**Secondary School Certificates (Grade 12):** The original Grade 12 certificate, together with a copy, should be taken to any of the officials mentioned below for verification. Thereafter the document(s) should be submitted to the DIRCO – Legalisation Section to legalise (Apostille/Authentication). ***If you hold a certificate as issued by UMALUSI (refer to the list as stated above), then the customer will be required to have the said document verified by UMALUSI (and not the DBE). Also take note of the listed exceptions.***

NSC (Colleges), N3 and NC (V) levels 2, 3 and 4: The original certificate, together with a copy, should be taken to any of the officials mentioned below for verification. Thereafter the document(s) should be submitted to the DIRCO – Legalisation Section to legalise (Apostille/Authentication). If you hold a certificate as issued by UMALUSI (refer to the list as stated above), then the customer will be required to have the said document verified by UMALUSI (and not the DHET). Also take note of the listed exceptions.

**UMALUSI:**

ADDRESS: 37 General van Ryneveld Street, Persequor Technopark, Pretoria  
Tel: (012) 349-1510 / Fax: (012) 349-1099 / E-mail: [verification@umalusi.org.za](mailto:verification@umalusi.org.za)  
Website: [www.umalusi.org.za](http://www.umalusi.org.za)

The Senior Certificate should then be taken to the UMALUSI, who will issue a confirmation letter for the DIRCO – Legalisation Section to legalise (Apostille/Authentication) the accompanying documents.

**SOUTH AFRICAN QUALIFICATIONS AUTHORITY (SAQA):**

Helpdesk: 0860 111 673

Note: All applications must be sent to [verificationsletter@saqa.org.za](mailto:verificationsletter@saqa.org.za)

The tertiary qualification should then be taken to the SAQA, who will issue a confirmation letter for the DIRCO – Legalisation Section to legalise (Apostille/Authentication) the accompanying documents.

**QUALITY COUNCIL FOR TRADES AND OCCUPATIONS (QCTO):**

ADDRESS: 256 Glyn Street, Hatfield, Pretoria, 0083 / Private Bag X278, Pretoria, 0001  
Tel: (012) 003-1800 (switchboard)  
E-mail: [verification@qcto.org.za](mailto:verification@qcto.org.za)  
Website: [www.qcto.org.za](http://www.qcto.org.za)

The Certificate should then be taken to the QCTO, who will issue a confirmation letter for the DIRCO – Legalisation Section to legalise (Apostille/Authentication) the accompanying documents.

***NOTE: The DIRCO – Legalisation Section does not take any responsibility for incorrect information provided, due to changes in the relevant authorities contact details; procedures; etc. It is therefore the responsibility of the customer to verify information directly with the relevant institution concerned.***

**NOTE: Flow diagram: To follow the process as explained above (when the destination country is signatory/party to the Apostille Convention) – and when the Apostille Certificate will be issued and affixed:**



*(If the Convention applies, an Apostille is the only formality that is required to establish the origin of the public document – no additional requirement may be imposed to authenticate the origin of the public document.)*

**NOTE: Flow diagram: To follow the process as explained above (when the destination country is NOT signatory/party to the Apostille Convention) – and when the Certificate of Authentication will be issued and affixed:**



**CONTACT DETAILS: Department of International Relations and Cooperation (DIRCO) - Legalisation Section**

OR Tambo Building, 460 Soutpansberg Road, Legalisation Section, Room NE2A-Ground Floor, Rietondale, Pretoria, 0084

**Note:** As the Legalisation Section receives a high volume of incoming calls pertaining to general enquiries, it is therefore recommended that you forward your enquiry via e-mail to [legalisation@dirco.gov.za](mailto:legalisation@dirco.gov.za), as to ensure that you are able to receive the relevant assistance and guidance in writing from the Legalisation Section.

Tel: (012) 351-1000 (switchboard, ask for legalisation section)

E-mail: [legalisation@dirco.gov.za](mailto:legalisation@dirco.gov.za)

Website: [www.dirco.gov.za](http://www.dirco.gov.za) – Services - Consular Services – Consular Information - Notarial Services (Legalisation)

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