

Verification of Qualifications

Local qualifications

Verification is the process of determining the authenticity of a qualification that one possesses. It involves checking whether the awarding body has a mandate to award qualifications, that it forms part of the qualifications approved to be offered, and that the qualification has actually been awarded to the applicant. This process takes up to 24hrs/ 1 working day.

Foreign Qualifications

This process entails establishing the closest comparable level of a foreign qualification to the Eswatini Qualifications Framework (ESQF). It provides assurance to various stakeholders that an individual holds a genuine qualification as well as ethics expected from the educational programme. This process takes up to 21 working days.

General Requirements for Verification and Evaluation of Qualifications

- Completing an electronic application form;
- Uploading clear and certified copies of academic certificates and transcripts. The documents should be certified by the Commissioner of oath;
- High school exit qualification certificate i.e., SGCSE/IGCSE/NSC/ GCE O 'Level etc.
- Birth certificate of the applicant;
- National Identity Cards or Passports, showing clear photograph of applicant,
- Translations into English for all non-English Language certifications and academic transcripts by a certified language translator. The translation must bear the official stamp / letter-head of the language translator;
- In case of name change, an affidavit should be attached;
- For Post Graduate qualifications, applicants should provide an abstract of dissertation or thesis completed.

Application for Verification of Qualifications

(1) For verification of a certificate, an applicant must –

(a) submit the application in full to the Executive Secretary in the prescribed application form; and

(b) send with the application the full fee as determined by the Eswatini Qualifications Authority (EQA).

(2) If an applicant does not comply with sub-regulation 1, the Executive Secretary shall not accept the application.

Verification Process

1. Verification is an integral part of the certificate evaluation process and shall entail a range of checks to establish-
 - a) the status of the institution that issued the qualification in the country of origin;
 - b) the status of qualification in the country of origin - is the qualification registered or recognised;
 - c) the reliability of the qualification documents and/or certificate;

- d) the genuineness of the award – is the person presenting that application the person who attained the qualification;
- 2. Once a qualification has been successfully verified, a local equivalent shall be established
- 3. Upon completion of the process, a final report will be produced and the decision communicated to the applicant.