

INFORMATION SHEET

DEPARTMENT OF HIGHER EDUCATION AND TRAINING (DHET) / DEPARTMENT OF BASIC EDUCATION (DBE) / UMALUSI / QUALITY COUNCIL FOR TRADES AND OCCUPATIONS (QCTO)

Educational qualifications obtained through higher educational institutions and training facilities need to be verified by the Department of Higher Education and Training / Department of Basic Education / or UMALUSI (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 Department of Higher Education and Training / Department of Basic Education / UMALUSI / QCTO. Refer to the specific guidelines from UMALUSI, as this differs from the other Departments of Education. ~~The relevant section at the Department of Higher Education and Training / Department of Basic Education / UMALUSI / 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 or confirm the relevant trade test/trade certificate as obtained in South Africa.~~ The original covering 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:

- The Department of Higher Education and Training / Department of Basic Education will only be able to assist if the institution is registered with the Department. Contact the Department of Higher Education and Training / Department of Basic Education at the numbers below to verify if the institution is registered with the Department, *before* submitting your documentation. (*Refer to the last paragraph that explains the process to be followed, in case the institution is not registered with the relevant Department of Education.*)
- Note: If you wish your academic record (or results) to be included within the legalisation process, then the Department of Higher Education and Training (DHET) will be able to assist in cases of public universities, due to the fact that the DHET has access to such records. However, in the case of private institutions it must be noted that the DHET does not have access to such records. Therefore, in cases of private institutions, please take your documentation to be certified by a Commissioner of Oaths (ensure every page is stamped and signed by the Commissioner of Oaths), before submitting to the DHET for verification purposes.
- Note: The Department of Higher Education and Training (DHET) – Directorate: Private Higher Education Institutions (PHEI) requested with effect from 12 February 2015 that certificates to be verified must be accompanied by the original or certified copy of the Identity Document / Passport and the letter of confirmation from the institution. Copies must be certified by the South African Police Services (SAPS). Should you have any enquiries pertaining to this request, then it is advised that you contact the DHET (PHEI Directorate) directly.
- The Department of Higher Education and Training does not authenticate medical or health related qualifications (including nursing qualifications) as the institutions that offer these qualifications fall under the Department of Health. Unless the institution is a public higher education institution like a university or university of technology or a private higher education institution registered as such by the Department of Higher Education and Training. 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. It is therefore not registered with the Department of Higher Education and Training as a private higher education institution. 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 / website: 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) or the Department of Higher Education and Training (vocational and adult qualifications), as appropriate.
 - 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/Department of Higher Education and Training.
 - 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 or the Department of Higher Education and Training 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 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). For the authentication of these certificates, the applicant must follow the process i.e. Public Notary / Registrar of the High Court.

- **If the institution is not registered with the Department of Higher Education and Training (or could not be verified by the relevant institution as mentioned above), you will need to follow the procedure below:**
 - ☐ **Step 1:** Documents must be verified by a Public Notary (Attorney registered at the High Court) - of your choice.
 - ☐ **Step 2:** The verified documents must then be taken to the Registrar of the High Court of South Africa (in the same jurisdiction as the Public Notary). The Registrar will verify the signature of the Public Notary. Note: Documents to be Authenticated (*for non-Hague Convention countries*) or Apostilled (*for countries that are signatory to the Hague Convention*). Please visit www.hcch.net for further information on signatory countries.
 - ☐ **Step 3:** After authentication (for non-signature countries) by the High Court, the documents must be submitted to DIRCO – Legalisation Section for further authentication.
 - ☐ **Important:** If a country is signatory to the Hague Convention, the High Court should issue and affix an Apostille to the document. This document should not be submitted to the DIRCO – Legalisation Section, but should be submitted directly to the foreign representative.

CONTACT DETAILS:**PRIVATE HIGHER EDUCATION INSTITUTIONS IN SOUTH AFRICA:**

ADDRESS: SOL PLAATJE HOUSE, 123 Francis Baard Street (previously Schoeman Street), Pretoria / Private Bag X174, Pretoria, 0001

Enquiries: Directorate: Private Higher Education Institutions (PHEI)

Attention: Ms Mary Rebotile Rammutla

Tel: (012) 312-5481 / Fax: (012) 324-6343 / E-mail: registrarphei@dhet.gov.za

Website: www.dhet.gov.za

Dr Shaheeda Essack (Director: Private Higher Education)	(012) 312-5911 (switchboard) (012) 312-5444
Mr Wayne Pieter Dirk (Deputy Director)	(012) 312-5254 E-mail: dirk.w@dhet.gov.za
Mr Simon Motlhanke	(012) 312-5260
Ms Helen Hlabathe	(012) 312-6334
Ms Mary Rebotile Rammutla (Administrative Officer)	(012) 312-5481 E-mail: rammutla.r@dhet.gov.za
Ms Tebogo Primrose Mekgoe (Administrative Officer)	(012) 312-5184 E-mail: mekgoe.p@dhet.gov.za

PUBLIC HIGHER EDUCATION INSTITUTIONS, UNIVERSITIES AND UNIVERSITIES OF TECHNOLOGY:

ADDRESS: SOL PLAATJE HOUSE, 123 Francis Baard Street (previously Schoeman Street), Pretoria / Private Bag X174, Pretoria, 0001

Fax: (012) 321-1788 / Website: www.dhet.gov.za

Ms Winnie Twala (Senior Administrative Officer)	(012) 312-6207 E-mail: twala.w@dhet.gov.za
Mr Donald Kubayi (Senior Administrative Officer)	(012) 312-5201
Ms Eudance Tiyani Kubayi (Administrative Officer)	(012) 312-5220

Ms Tshepiso Maswanganyi (Administrative Clerk)	(012) 312-5246
Ms Ntabiseng Machaba (Senior Secretary)	(012) 312-5294
Ms Kgabiso Molokoane	(012) 312-5298

TEACHER QUALIFICATIONS:

ADDRESS: SOL PLAATJE HOUSE, 123 Francis Baard Street (previously Schoeman Street), Pretoria / Private Bag X174, Pretoria, 0001

Fax: (012) 323-6589 / Website: www.dhet.gov.za

Mr Marthinus Johannes Petrus Loots (Chief Education Specialist)	(012) 312-5188 E-mail: loots.m@dhet.gov.za
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SCHOOL AND TRANSFER CERTIFICATES:

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 Education - to any of the authorised officials mentioned below, 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 Department of Basic Education). 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 Department of Higher Education and Training). Also take note of the listed exceptions.

ADDRESS: 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

Dr Rufus Rajaharam Poliah Chief Director: National Assessment and Public Examinations	(012) 357-3900
Mr Thembinkosi E Nene Deputy Director: Public Examinations (Certification) E-mail: nene.t@dbe.gov.za	(012) 357-3255
Mr Willem Venter Deputy Director	(012) 357-3250
Mr John Rammane Makgoka Supervisor: Certification Unit	(012) 357-3256

FET COLLEGE QUALIFICATION:

ADDRESS: SOL PLAATJE HOUSE, 222 Struben Street, Pretoria, 0022 / Private Bag X895, Pretoria, 0001

Website: www.education.gov.za

Mr Pierre Francois de Villiers (Chief Educational Specialist)	(012) 312-5760
Mr W Oelofse	(012) 357-4129
Ms Helen C. Lombard (Senior Administrative Officer)	(012) 357-3939

UMALUSI:

ADDRESS: 37 General van Ryneveld Street, Persequor Technopark, Pretoria

Tel: (012) 349-1510 / Fax: (012) 349-1099 / E-mail: verification@umalusi.org.za / Website: www.umalusi.org.za

Note: UMALUSI requires a certified copy of the document to be verified as well as a certified copy of the requestor's ID document or passport. The certified copies may not be older than three (3) months. These copies and proof of payment, as determined by UMALUSI, of the request for verification should be e-mailed to verification@umalusi.org.za or faxed to (012) 349-1099. Banking details of UMALUSI: ABSA; Lynnwood Ridge; Cheque Account; Account Number 1630145178; Branch code – 333845; Reference No. – EVODIRCO02L. The e-mail / fax must clearly indicate: VERIFICATION FOR THE DIRCO. The application must clearly state the embassy/country and the information of the requestor as follows: Embassy/High Commission/Consular name and address; name and surname; ID number; contact number; e-mail address; and contact person. UMALUSI will strive to ensure completion of the verification within a 24-hour working day period. Once the request has been finalised, the requestor will be contacted to make arrangements for a courier service to collect the documents from the UMALUSI offices and courier them to the DIRCO – Legalisation Section. (The cost of such courier service is payable by the requestor.) The requestor may also collect the documentation from UMALUSI, per arrangement.

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 / Website: www.qcto.org.za

Note: QCTO requires a certified copy of the document to be verified as well as a certified copy the requestor's ID document or passport. The certified copies may not be older than three (3) months. The requester must ensure that before the fee is paid, the QCTO can indeed verify the type of certificate. These copies and proof of payment, as determined by QCTO, of the request for verification should be e-mailed to verification@qcto.org.za. Banking details of the QCTO: ABSA; Mid Corporate Pretoria; Cheque Account; Account Number 40 7837 0566; Branch code 632005; Reference No. DIRCO001. The e-mail must clearly indicate: VERIFICATION FOR DIRCO. The application must clearly state the embassy/country and the information of the requestor as follows: Embassy/High Commission/Consular name and address; name and surname; ID number; contact number; e-mail address; and contact person. The QCTO will strive to ensure completion of the verification within a 72-hour working day period. Once the request has been finalised, the requestor will be contacted to make arrangements for a courier service to collect the documents from the QCTO offices and courier or deliver them