



Application Form for Qualification Recognition /Validation (for Foreigners)

(Please fill a separate application form for each certificate to be validated)

1. Employer's Information

Employer's Name:

Registration number/ ID card number (if employer is an individual):

Contact No: E-mail:

2. Qualification Holder's Information

Full Name:

Nationality: Passport No:

Contact No: E-mail:

3. Details of the Qualification (must not be a provisional certificate)

Field of Study:

Title of the Qualification:

Duration of the programme: Duration Studied: Date Started: Date Finished:

Attended HEI*: Country:

Awarding body: Country:

Entry Criteria:

Ownership of the HEI attended	Mode of Study	Delivery Modality
<input type="checkbox"/> Government	<input type="checkbox"/> Full-Time	<input type="checkbox"/> Face - to - Face
<input type="checkbox"/> Private	<input type="checkbox"/> Part-Time	<input type="checkbox"/> Distance
<input type="checkbox"/> Government and Private	(Duration:) <small>Note: Ideally the duration of a part-time study is double the duration of full-time</small>	<input type="checkbox"/> E-Learning (type:.....)

Total Credits: No. of credits studied at the institute: No. of credit *exempted:

The qualification(s) which were considered: (Please provide evidence of exempted details)

Qualification Name: No. of credits exempted for this qualification:

4. Certificate Level: (put a tick where appropriate.)

Level 1	<input type="checkbox"/> Certificate 1	Level 7	<input type="checkbox"/> Bachelor's Degree
Level 2	<input type="checkbox"/> Certificate 2		<input type="checkbox"/> Professional Certificate
Level 3	<input type="checkbox"/> Certificate 3		<input type="checkbox"/> Professional Diploma
Level 4	<input type="checkbox"/> Certificate 4		<input type="checkbox"/> Bachelor's Degree with Honours (480 Credits)
	<input type="checkbox"/> Advanced Certificate	Level 8	<input type="checkbox"/> Graduate / Postgraduate Diploma
Level 5	<input type="checkbox"/> Diploma		<input type="checkbox"/> Graduate / Postgraduate Certificate
Level 6	<input type="checkbox"/> Associate Degree	Level 9	<input type="checkbox"/> Master's Degree
	<input type="checkbox"/> Professional Certificate		<input type="checkbox"/> Advanced Professional Diploma
	<input type="checkbox"/> Advanced Diploma		<input type="checkbox"/> Advanced Professional Certificate
Level 10	<input type="checkbox"/> Doctoral Degree	<input type="checkbox"/> Higher Professional Certificate	<input type="checkbox"/> Higher Professional Diploma

5. If a Distance/ Online Education Programme

Programme structure and the type of Institutional support:

The method of Assessment and Examinations:

Exam Supervision body:

Examination Venue:

6. Secondary & Higher Secondary Qualifications obtained

Name of the Certificate	School attended	Location	Date Obtained
1.
2.

7. Previous Tertiary/ Higher Education Qualifications obtained

Title of the Qualification	Attended University /College /Institute	Duration	Date Started	Date Finished
1.
2.

8. Employment History

Current Job: Employer: Date Started:/...../.....

Previous Posts	Employer	From	To
1.
2.

9. Checklist - Documents to be submitted: (put a tick where appropriate)

- Copy of the company registration.
- A copy of NID card (if employer is an individual).
- A copy of the qualification submitted for recognition, attested by the foreign ministry of the qualification holder's country.
- Translation of the certificate, if it is in a language other than English
- A copy of the transcript/ mark sheet, attested by the foreign ministry of the qualification holder's country.
- Copies of previous qualifications prior to the certificate submitted (if validated, submit copies of validated certificates), attested by the foreign ministry of the qualification holder's country.
- Copies of Lower secondary Certificates, Higher Secondary Certificates and School Leaving Certificates, attested by the foreign ministry of the qualification holder's country.
- If the concerned qualification is a Certificate 4 or above and the entry is alternative, submit work experience letters stating duration and responsibilities for each job title.
- If the qualification is obtained through distance/ e-learning, details of examination and assessment arrangement.
- If the qualification is obtained in a foreign country, data /bio page copy of the passport and pages showing student visa and travel information, attested by the foreign ministry of the qualification holder's country.
- Data /Bio page of the passport

- Please ensure all the required documents are submitted.

- Applicants will be informed if additional documents are required for the evaluation process.

10. DECLARATION:

I /We declare that all the information given in this application form is accurate and all the mentioned documents are submitted. I /We also declare that the certificate submitted as supporting documents are genuine. I /We agree to take the full responsibility of all the implications resulting if any forged certificates are submitted.

Name of the person on behalf of the company:

Designation:

Contact no (office): Contact no (mobile)

Date:/...../..... Signature:

COMPANY
STAMP

FOR MQA USE ONLY:

Form received by: Name: Date:/...../..... Sign:

PLEASE SUBMIT THIS FORM ALONG WITH ALL REQUIRED DOCUMENTS TO MQA BETWEEN 9:00 AM AND 12:00PM ON WORKING DAYS

* HEI: Higher Education Institution (University/ College/ Institute).

* Exempted: advanced standing given for prior qualification(s).

FEE

For VALIDATION: MVR 500.00

For each ADDITIONAL COPY MVR 250.00