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## APPLICATION FORM FOR VALIDATION AND EVALUATION OF QUALIFICATIONS

**Note: This form shall also serve as consent for disclosure of information for the purpose of verification and evaluation by the Zambia Qualifications Authority.**

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**Print clearly in black or blue ink (or type)**

1. Name of Qualification Holder \_\_\_\_\_
2. **Contact details of the applicant.**  
Name of applicant \_\_\_\_\_  
NRC No/Passport No \_\_\_\_\_  
Postal address \_\_\_\_\_  
E-mail \_\_\_\_\_  
Tel \_\_\_\_\_ Mobile \_\_\_\_\_
3. **Contact details of a third party, if a copy of the results should be forwarded to the third party directly (note the additional fee)**  
Name \_\_\_\_\_  
Postal address \_\_\_\_\_  
E-mail \_\_\_\_\_ Mobile \_\_\_\_\_

**I hereby consent to the disclosure of my educational information to the Zambia Qualifications Authority.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**4. Purpose of the evaluation/validation**

- Employment  Professional registration
- Immigration/residence  upgrade of learner achievement
- Further study  Others

If other, please, specify \_\_\_\_\_

**5. Requirements for qualification documents**

(for more qualifications, attach continuation sheet in similar format)

S/N	Name of Qualification / Award	Name of Quality Assurance /Awarding Body	Country of Award	Indicate Purpose (i.e. Evaluation, Validation or both)
1				
2				
3				
4				

**6. Fees**

- 6.1. Validation of Certificates under General Education (local) K50.00
- 6.2. Validation of Certificates under Trades and Occupations (local) K200.00
- 6.3. Validation of certificates under Higher Education (local) K500.00
- 6.4. Validation of any foreign qualification K500.00
- 6.5. Evaluation of any qualification K700.00

Note: The fees are non -refundable

**7. Payment Procedures**

Payment based on completed application forms submitted to ZAQA should be paid at the stage of submitting the form.

**Bank Name:** Investrust

**Branch:** Manda Hill

**Account Name:** Zambia Qualifications Authority

**Account #:** 16-0110270664018

**Send us bank deposit slip as proof of payment:** Email: qualifications@zaqa.gov.zm

**Note:**

- (i) A validation of a foreign qualification requires a evaluation thereof.
- (ii) You must provide:
- a) A certified copy of each qualification awarded;
  - b) A complete, official academic transcript of results for each qualification (Note: Progress reports, provisional results and examination results are not acceptable).
  - c) A certified copy of your identity card
  - d) A copy of any previous evaluation/verification undertaken by the ZAQA for any or all of the qualifications listed.
  - e) **Certificates in foreign languages** should be submitted together with **sworn translations** into English.
- (iii) You must provide (if available):
- a) Statements of course hours and credits;
  - b) A syllabus or course prescription for each qualification/award obtained.

**Faxed documents** are not acceptable for evaluation/ verification purposes.

*If you submit forged, altered or falsified documents, an evaluation/verification will not be issued. In such cases, ZAQA reserves the right to share the information with appropriate institutions and government agencies for prosecution.*

## 8. Declaration

*I certify that the information provided in this application is true and accurate. I understand that the evaluation/ verification outcome is not binding on any quality assurance/awarding body and that it is based on the information available to ZAQA at the time of the evaluation.*

*I authorize ZAQA to make such inquires as is necessary with the quality assurance /awarding body in the country of award to verify the qualification(s) given to me as indicated in this application.*

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

## 9. Definitions of Terms

9.1. **Evaluation of a qualification** - The process of examining and assessing qualifications/ awards by different institutions to meet the standards of a certain level on the Zambia Qualifications Framework.

9.2. **Validation of a qualification-** The process of establishing the authenticity of a Qualification / award and accreditation status of the awarding Institution.

**FOR OFFICIAL USE ONLY.**

<b>Date Application Received</b>	<b>Fees paid</b>	<b>Receipt No.</b>	<b>Completeness</b>

Number of certificates received for validation or evaluation

**Application received by (Name)** \_\_\_\_\_ **Signature** \_\_\_\_\_ **Date** \_\_\_\_\_