

How to apply for Verification and evaluation of qualifications on the ZAQA Qualifications Management System (QMIS)



Getting Started

Go to the ZAQA Website
www.zaqa.gov.zm

1 Click Apply Online 

2 Click sign up, select account type and add requested information 

3 Activate Account: Check your email for account activation link and click on it 

4 Click Menu Bar on the top left of the screen and select Verification and Evaluation 

5 Select Apply and fill in personal details (save and continue) 

6 Download and fill Consent form 

7 **ATTACH COPIES** 
Attach a clear copy of your passport or NRC (front and back) as one document 

8 Attach a copy of your Qualification and select the Country where it was issued, proceed to click add. If you have more than one qualification, click add more to continue. 


9 Attach signed consent form under submission and click submit 


10 An invoice will be issued indicating the amount to pay and your application ID number. 

11 Choose payment option Debit/Credit Card/Bank deposit/ Mobile Money (on all networks) 
VISA
If paying at the bank, kindly indicate your full names and application ID on the deposit slip, which you should email to finance@zaqa.gov.zm.
A receipt will be emailed to you

12 You will receive notification to download your E - certificate once the process has been completed. The E- Certificate is a valid ZAQA Certificate.

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Processing Times and Fees:

- Foreign Qualifications: 60 days, K1,200
- Local Qualifications: 14 days, K500
- Local Certificates: 14 days K200
- Grade 12 Certificates: 14 days, K50

TO DEPOSIT USING ZANACO BILL MUSTER

Name of Institution: Zambia Qualifications Authority

Account Number: 6227 ZAQA

Member Number - Application ID

Payment Code/s or details: Verification