



Application Form for Certificate Validation / Recognition
(PLEASE FILL A SEPARATE APPLICATION FORM FOR EACH CERTIFICATE TO BE VALIDATED)

Applicant's Information:

Full Name:
 Permanent Address:
 Current Address:
 National ID number: Date of Birth:
 Contact No(s): Mobile: E-mail:

Details of the Certificate: (must not be a provisional certificate)

Name of the Certificate :
 Entry Criteria:

If exempted

Total Credits: No. of Credits studied at the Institute: No. of Credits exempted*:
 The qualification(s) which were considered: *(Please provide evidence of exemption details)*
 (1) Qualification name: No. of Credits exempted for this qualification:
 (2) Qualification name: No. of Credits exempted for this qualification:

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

Number of copies needed to stamp: (Submit required number of copies)
 Awarding Institute: Country:
 Institute attended : Country:
 Duration Studied: Date Started: Date Finished :
 Ownership of the Institution attended: Government: Private Government & Private

Delivery and Teaching: Full - Time Part - Time (Duration:) Block Mode

Modality: Face - to - Face Distance / Online

Number of hours studied per week :

If a Distance Education Programme:

Programme structure and the type of Institutional support:
 The method of assessments and examinations:
 Exam supervision body:
 Examination Venue:

Previous Post Secondary/Higher Education Qualifications Attained:

| Name of the Certificate | Studied at (University / college / Institute) | Date Started | Date Finished |
|-------------------------|---|--------------|---------------|
| 1. | | | |
| 2. | | | |

Note: Please submit originals and copies of the certificates mentioned here.

* Exemption - example: Total credits for advanced standing

Employment History:

Current job: Employer: Date started:

| Previous posts | Employer | From | To |
|----------------|----------|-------|-------|
| 1. | | | |
| 2. | | | |
| 3. | | | |

Check list - Documents to be submitted: (put a tick where appropriate)

- Original & copy of the certificate submitted for validation / recognition
- Translation of the certificate, if it is in a language other than English or Dhivehi
- Original & copy of transcript / mark sheet (including semester break down)
- Originals and copies of previous qualifications prior to the certificate submitted (if validated, submit copies of validated certificates)
- Originals and copies of Lower Secondary Certificates, Higher Secondary Certificates and School leaving certificates (not required if validated copies are submitted for the above)
- If the concerned qualification is 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 education, details of examination & assessment arrangement
- If the qualification is obtained in a foreign country, the passport and a copy of the passport pages showing student visa and travel information
- Copy of National Identity Card

* *The original documents will be verified and returned at the time of submission.***NOTE: Please ensure all documents are submitted. Applicant will be informed if additional documents are required for the evaluation process.****Declaration:**

I declare that all the information given in this application form is accurate and all the mentioned documents are submitted. I also declare that the certificate I submitted is a genuine certificate I obtained and not forged. I agree to take the full responsibility of all the implications resulting if I submit any forged certificate.

Name: Sign: Date:

For Office Use Only:**Form received by:**

Name: Sign: Date:

Validation Fee:**MVR 100.00, For Each additional copy: MVR 50.00****PLEASE SUBMIT THIS FORM ALONG WITH ALL REQUIRED DOCUMENTS TO MQA BETWEEN 8:15 AM AND 12:00 PM ON WORKING DAYS**