



Application Form for Qualification Assessment

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

1. Applicant's Information

Full Name: ID Card No:

Permanent Address:

Current Address:

D.O.B:/...../..... Mobile No: E-mail:

2. Details of the Qualification

Name of the Qualification:

Institute Attended: Country:

Awarding Institute: Country:

Duration Studied: Date Started:/...../..... Date Finished:/...../.....

Entry Criteria:

| Ownership of the Institutions 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)

(1) Qualification Name: No. of credits exempted for this qualification:

(2) Qualification Name: No. of credits exempted for this qualification:

3. 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 |

4. 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:

5. Lower Secondary Education obtained

| Name of the Certificate | School (Atoll/ Island) | Results (eg; 3A, 1B, 2C) | Date Obtained |
|-------------------------|------------------------|--------------------------|---------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |

6. Higher Secondary Education obtained

| Name of the Certificate | School (Atoll/ Island) | Results (eg; 3A, 1B, 2C) | Date Obtained |
|-------------------------|------------------------|--------------------------|---------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |

7. Tertiary and Higher Education Qualifications obtained

| Title of the Qualification | Attained University / College / Institute | Duration | Date Started | Date Completed |
|----------------------------|---|----------|--------------|----------------|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |

8. Employment History

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

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

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

- ☐ Original and copy of completion letter of the programme submitted for assessment.
- ☐ Original and copy of transcript / mark sheet (including semester break down).
- ☐ Original and copy of certificate submitted for assessment (if applicable).
- ☐ Translation of the certificate, if it is in a language other than English or Dhivehi.
- ☐ Original and copies of previous qualifications prior to the certificate submitted (if validated, submit copies of validated certificates).
- ☐ Original 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 /online education, details of examination and 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.

10. 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 as supporting documents are genuine certificates I obtained and not forged. I agree to take the full responsibility of all the implications resulting if I submit any forged certificate.

Name: Date:/...../..... Sign:

11. FOR MQA USE ONLY:

Form received by:

Name of the staff:

Date:/...../..... Sign:

12. If submitted from a council in atolls

Council Name:

Name of the staff:

Date:/...../..... Sign: Stamp:

PLEASE SUBMIT THIS FORM ALONG WITH ALL REQUIRED DOCUMENTS TO MQA BETWEEN 8:15 AM AND 12:00PM ON WORKING DAYS

FEE

Assessment Report for a MQA validated qualification: MVR 50.00

Assessment Report for a MQA validated qualification which has not been validated by MQA: MVR 100.00