



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 attended	Location	Date Obtained
1.
2.
3.

6. Higher Secondary Education obtained

Name of the Certificate	School attended	Location	Date Obtained
1.
2.
3.

7. Tertiary and Higher Education Qualifications obtained

Title of the Qualification	Attended University /College /Institute	Duration	Date Started	Date Finished
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 (bio page & visa pages)
- ☐ 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