



# 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