



Application Form for Recognition of the Intended Programme

(PLEASE FILL SEPARATE APPLICATION FORM FOR EACH INTENDED PROGRAMME TO BE RECOGNIZED)

1. Applicant's Information

Full Name:
 ID Card No/ PP No: Nationality: D.O.B:
 Permanent Address: Atoll: Island:
 Current Address: Atoll: Island:
 Mobile No: E-mail:

2. Intended Programme for MQA recognition/approval

Name of the Programme:
 Entry Criteria:
 MNQF Level: Programme Duration: Study Duration of the Programme:
 Programme Commencing Date:/...../..... Programme Ending Date:/...../.....

3. Intended HEI for MQA recognition/approval

Name of the HEI: Country:
 Awarding body : Country:
 (if different from above)
 Ownership of the Institute: ☐ Government ☐ Private ☐ Government and Private (put a tick where appropriate)

4. Mode of Study

☐ Full-Time ☐ Part-Time (Duration:.....)

5. Delivery Modality

☐ Face to Face ☐ E-Learning (Type:)
 Is the study by fully attending the HEI: YES ☐ NO ☐ (put a tick where appropriate)

6. Lower Secondary Education obtained

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

7. Higher Secondary Education obtained

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

8. Tertiary and Higher Education Qualifications obtained

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

9. Employment History

Total work experience in: Year(s) Month(s) Day(s)

Current Job

Designation: From:

Organization:

Contact Person: Designation: Contact No:

Ownership of the Organization: ☐ Government ☐ Private ☐ Government and Private ☐ Others
(put a tick where appropriate)

If "OTHERS" please specify:

Previous Employment History

Previous Posts	Employer	From	To
1.
2.
3.

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

- ☐ Original and copies of SSC, GCE(O/L), GCE(A/L), HSE, IGCSE and Post Secondary Education Copy.
- ☐ Placement copy (Note: for scholarship and loan applications Department of Higher Education requires placement to be verified.)
- ☐ Documents showing course duration, course entry criteria and course structure.
- ☐ If the concerned qualification is Certificate 4 and above, documents of related work experience and CV (if from alternate entry.).
- ☐ If the Academic programme is a distance education programme, details of examinations and assessment arrangements.
- ☐ Documents showing that the Training Provider is recognized in the country of study.
- ☐ Documents showing that the Awarding Body is recognized in the country of origin.
- ☐ Copy of National Identity Card.

PLEASE ENSURE ALL THE REQUIRED DOCUMENTS ARE SUBMITTED FOR SPEEDY PROCESSING

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 on untrue information.

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

10. FOR MQA USE ONLY:

Form received by:

Name of the staff:

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

11. 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

Maldives Qualifications Authority, (Umar Zahir Office Building, 5th Floor), Phone: +960 3026667 Website: www.mqa.gov.mv / E-mail: info@mqa.gov.mv