



## Application Form for Qualification Recognition /Validation (for Foreigners)

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

### 1. Employer's Information

Employer's Name: .....

Registration number/ ID card number (if employer is an individual): .....

Contact No: ..... E-mail: .....

### 2. Qualification Holder's Information

Full Name: .....

Nationality: ..... Passport No: .....

Contact No: ..... E-mail: .....

### 3. Details of the Qualification (must not be a provisional certificate)

Field of Study: .....

Title of the Qualification: .....

Duration of the programme: ..... Duration Studied: ..... Date Started: ..... Date Finished: .....

Attended HEI\*: ..... Country: .....

Awarding body: ..... Country: .....

Entry Criteria: .....

Ownership of the HEI 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)**

Qualification Name: ..... No. of credits exempted for this qualification: .....

### 4. 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

### 5. 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: .....

## 6. Secondary & Higher Secondary Qualifications obtained

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

## 7. Previous Tertiary/ Higher Education Qualifications obtained

Title of the Qualification	Attended University /College /Institute	Duration	Date Started	Date Finished
1. ....	.....	.....	.....	.....
2. ....	.....	.....	.....	.....

## 8. Employment History

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

Previous Posts	Employer	From	To
1. ....	.....	.....	.....
2. ....	.....	.....	.....

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

- Copy of the company registration.
- A copy of NID card (if employer is an individual).
- A copy of the qualification submitted for recognition, attested by the foreign ministry of the qualification holder's country.
- Translation of the certificate, if it is in a language other than English
- A copy of the transcript/ mark sheet, attested by the foreign ministry of the qualification holder's country.
- Copies of previous qualifications prior to the certificate submitted (if validated, submit copies of validated certificates), attested by the foreign ministry of the qualification holder's country.
- Copies of Lower secondary Certificates, Higher Secondary Certificates and School Leaving Certificates, attested by the foreign ministry of the qualification holder's country.
- If the concerned qualification is a 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/ e-learning, details of examination and assessment arrangement.
- If the qualification is obtained in a foreign country, data /bio page copy of the passport and pages showing student visa and travel information, attested by the foreign ministry of the qualification holder's country.
- Data /Bio page of the passport

- Please ensure all the required documents are submitted.

- Applicants will be informed if additional documents are required for the evaluation process.

## 10. DECLARATION:

I /We declare that all the information given in this application form is accurate and all the mentioned documents are submitted. I /We also declare that the certificate submitted as supporting documents are genuine. I /We agree to take the full responsibility of all the implications resulting if any forged certificates are submitted.

Name of the person on behalf of the company: .....

Designation: .....

Contact no (office): ..... Contact no (mobile) .....

Date: ...../...../..... Signature: .....

COMPANY  
STAMP

## 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 9:00 AM AND 12:00PM ON WORKING DAYS

\* HEI: Higher Education Institution (University/ College/ Institute).

\* Exempted: advanced standing given for prior qualification(s).

## FEE

For VALIDATION: MVR 500.00

For each ADDITIONAL COPY MVR 250.00