



Application Form for Qualification Recognition/ Validation

(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 *(must not be a provisional certificate)*

Title of the Qualification:
 Attended HEI*: Country:
 Awarding Body: Country:
 Duration of the program: 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:

No. of copies needed to stamp: *(Submit required number of copies)*

3. Qualification Level as per MNQF: *(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 the certificate submitted for validation / recognition.
- ☐ Translation of the certificate, if it is in a language other than English or Dhivehi.
- ☐ Original and copy of transcript / mark sheet (including semester break down).
- ☐ 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 copies of validated entry qualification(s) are submitted for the above)
- ☐ If the concerned qualification is Certificate 4 or above and the entry is alternative, submit legitimate and acceptable 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

* MNQF: Maldives National Qualifications Framework | * HEI: Higher Education Institution (University/ College/ Institute). | * Exempted: advanced standing given for prior qualification(s).

FEE For VALIDATION: MVR 100.00, For each ADDITIONAL COPY MVR 50.00

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