



Application Form for Qualification Assessment

(PLEASE FILL A SEPARATE APPLICATION FORM FOR EACH CERTIFICATE TO BE ASSESSED)

Applicant's Information:

Full Name:
 Permanent Address:
 Current Address:
 National ID number / Work Permit Number : Date of Birth:.....
 Contact No(s):..... Mobile:..... E-mail:.....

Details of the Certificate :

Name of the Certificate :
 Entry Criteria:

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	Level 8	<input type="checkbox"/>	Bachelor's Degree with Honours (4yrs)	
Level 5	<input type="checkbox"/>	Diploma		<input type="checkbox"/>	Graduate / Postgraduate Diploma	
Level 6	<input type="checkbox"/>	Associate Degree		<input type="checkbox"/>	Graduate / Postgraduate Certificate	
	<input type="checkbox"/>	Foundation 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

Awarding University / College / Institute:..... Country:.....
 University / College / Institute attended : Country:.....
 Duration of the Course:..... Date Started:..... Date Finished :.....
 Purpose of Application :

Mode of study: (tick as appropriate)

Full Time Part Time Distance

Employment History:

Current job: Employer: Date started:

Previous employment	Employer	From	to
1.
2.
3.

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

- The originals & the copy of the certificate submitted for assessment
 - Translation of that certificate, if it is in a language other than English, Arabic OR Dhivehi
 - The original and the copy of Transcript / Mark sheet (including semester break down)
 - Entry requirement of the course you completed
 - Originals and copies of Lower Secondary Certificates and Higher Secondary Certificates **OR**
in case of absence of such documents original and copy of School leaving certificate
 - National Identity Card / Work Visa Card
 - The originals and copies of previous qualification(s) prior to the certificate submitted
 - Documents showing that the Training provider is recognized in the country of study (if it is not in the MQA recognised list)
 - Documents showing that the Awarding body is recognized in the country of origin (if it is not in the MQA recognised list)
- ✱ **Originals of Certificates, Transcripts and the Identity Card will be returned after checking at the time of submission to MQA**

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.

Name: Sign: Date:

For Office Use Only:

Form collectors' name :

Collected date:Checked by:.....

Assessment Fee:

Assessment Report for a MQA validated qualification: Mrf 50

Assessment Report for a qualification which has not been validated by MQA: Mrf 100

PLEASE SUBMIT THIS FORM ALONG WITH ALL REQUIRED DOCUMENTS TO MQA BETWEEN 8:00 AM AND 12:00 PM ON WORKING DAYS