

# INFORMATION SHEET

Umalusi is a statutory Council, which reports to the Ministers of Education (South Africa). It is primarily responsible for quality assuring qualifications in general and further education and training, and for certifying candidates who have successfully completed Adult, School and Technical College education. The certificate issued by Umalusi is the final document indicating the qualification achieved by a candidate in full or part (passed only some subjects toward the qualification).

Umalusi, previously the South African Certification Council, is the only body mandated to issue certificates in general and further education and training, and has done so since November 1992. It is also the Council's responsibility to verify the authenticity of the certificates it issues.

Umalusi endorses the Senior Certificates of candidates who have complied with the minimum admission requirements for bachelor's degree study at an institution of higher education in South Africa. It also determines whether a candidate in the National Senior Certificate or the National Certificate (Vocational) at Level 4 has met the minimum requirements for higher certificate-, diploma- or bachelor's degree studies. Through its quality assurance processes, it ensures that such certificates represent consistent standards of education and examination. Umalusi further maintains records of all certificates issued to candidates.

All certificates issued before November 1992 must be authenticated by the Department of Basic Education (Schooling qualifications) or the Department of Higher Education and Training (Vocational and Adult qualifications) as appropriate.

Education qualifications obtained in general and further education and training are authenticated by Umalusi, after certification, for submission to the Department of International Relations and Cooperation (DIRCO) – Legislation section, for legalisation (Apostille/Certificate of Authentication) purposes. This applies even if the certificate is not in the possession of the requestor. The qualifications authenticated by Umalusi for this purpose are:

- Senior Certificate (Schools)
- National Senior Certificate (Schools after 2008/11)
- National Senior Certificate (Colleges – N3 subjects and two languages)
- National N3 certificate
- National Certificate (Vocational): (Levels 2, 3 and 4)
- General Education and Training Certificate (ABET Level 4)
- Subject Statements/Certificates and/or Learning Area certificates for the above qualifications

Umalusi requires a **certified copy of the document** to be authenticated as well as a **certified copy of the requestor's ID document or Passport**. The certified copies may not be older than three months. These copies and proof of payment (**NOT cell phone screenshot**) of the request for authentication should be e-mailed to [verification@umalusi.org.za](mailto:verification@umalusi.org.za) or faxed to +2712 349 1099. The e-mail or fax must clearly indicate: **Authentication for the DIRCO**. The application must clearly state the embassy and the information of the requestor as follows:

Embassy/High Commission/Consulate Name and Address  
Name and Surname  
ID number  
Contact number  
Email address  
Contact person

Fees for authentication are as follows:

1 April 2025 to 31 March 2026: R124.00

Banking details for Umalusi are:

**UMALUSI**  
**ABSA**  
**LYNNWOOD RIDGE**  
**CHEQUE ACCOUNT**  
**ACC NO: 1630145178**  
**BRANCH CODE: 333845**  
**REFERENCE NO: EVODIR002L**

Umalusi will strive to ensure completion of the authentication within a 48-hour working day period.

Please note the working hours of Umalusi are Monday to Friday: 08:00 to 16:00, excluding all public holidays. No authentication will be done outside of these hours.

Umalusi will do the requested authentication and prepare an original covering letter confirming the authenticity or not of the document. Once the request is finalized, the requestor will be contacted to make arrangements for a courier service to collect the documents from the Umalusi offices and courier the documents to the DIRCO – Legalisation section. The cost of such courier service is payable by the requestor. The requestor may also collect the documents from Umalusi, per arrangement, for hand-delivery to the DIRCO – Legalisation Section, for legalisation purposes. The verification letter will be valid for three months. The arrangement for the courier services to collect the letter should be done within the 3 months period.

**PLEASE NOTE THE FOLLOWING EXCEPTIONS WHERE UMALUSI WILL NOT BE IN A POSITION TO DO THE AUTHENTICATION:**

1. During the period between the release of results and certification for Grade 12 learners - January to April for the November examination and January to August for those who have written the March supplementary examination, the authentication of the Statement of Results will be done by the Department of Basic Education (DBE).
2. In the event that the results have, for whatever reason, not yet been certified, the requestor will be referred to the Department of Basic Education (DBE) or the Department of Higher Education and Training (DHET) for authentication purposes as Umalusi can only authenticate those records which have been certified.
3. All Primary and Secondary School results (Grades 1 to 11) are authenticated by the Department of Basic Education (DBE).

**The requestor will be referred to the relevant Department in all instances mentioned above.** The DBE and DHET may have requirements that differ from those of Umalusi, therefore, in the event that the requestor is referred, please contact the relevant Department for further information.

Contact information:

UMALUSI	DBE	DHET
37 General van Ryneveld Str Persequor Technopark Pretoria	Sol Plaatjie House 222 Struben Street Pretoria	Pretoria Head Office 222 Struben Street Pretoria
Tel: +2712 349 1510 Fax: +2712 349 1099 e-mail: <a href="mailto:verification@umalusi.org.za">verification@umalusi.org.za</a> Website: <a href="http://www.umalusi.org.za">www.umalusi.org.za</a>	Tel: +2712 357 3900/3250/56 Fax: +2712 328 6878 Website: <a href="http://www.dbe.gov.za">www.dbe.gov.za</a> e-mail: <a href="mailto:nene.t@dbe.gov.za">nene.t@dbe.gov.za</a>	Tel: +2712 312 5760/52/55 Website: <a href="http://www.dhet.gov.za">www.dhet.gov.za</a> e-mail: <a href="mailto:devilliers.P@dhet.gov.za">devilliers.P@dhet.gov.za</a>