UMALUSI | **Council for Quality Assurance in General and Further Education and Training**

APPLICATION FOR THE ISSUE OF AN INDIVIDUAL CERTIFICATE
NATED N3/NSC (up to 2025/08) & NCV L2-L3 (up to 2025/03) & NCV L4
2026/27 FINANCIAL YEAR

This application is only for the issuing of a certificate to **an individual candidate from a private college,** provided that:

a. The candidate has complied with the requirements for the attainment of the qualification.
b. The Department of Higher Education and Training has submitted a request for certification to Umalusi, a certificate number has been assigned by Umalusi; and
c. **The certificate could not be printed because the private college is in arrears with Umalusi.**
d. This form is **not** used to request a combination/statement of results.

Note: No refund will be issued where there is any deviation from the conditions above and a certificate cannot be printed or issued.

FEES	Certificate issue fee: R300.00	These amounts are applicable to
	Courier fee (if applicable): R150.00	applications received during the 2026/27
	Total (couriered): R 450.00	financial year **(1 April 2026 – 31 March 2027).**

A completed application form, **certified copy of an ID and the proof of payment** should be e-mailed to**: Certificate.Request@umalusi.org.za** or submitted to Umalusi, at the physical address below:

> 37 General Van Ryneveld Street
> Persequor Techno Park
> Pretoria
> South Africa   0020

Full name(s)	
Surname	
Maiden name	
ID Number	
Address (this address will be used to courier the certificate)	
Cell number	
Alternative Cell number	
Email address	
Certificate number:	

- This is the 12-digit number that the DHET/Umalusi should provide

PLEASE NOTE: APPLICANTS CAN CONTACT DHET (012 357 3935/60) OR UMALUSI (012 349 1510) FOR THEIR CERTIFICATE NUMBERS.

Please mark with X to indicate if the service required.

Collection at Umalusi offices ***Applicants will be contacted for collection**	R 300.00
Couriered to the address as indicated above	R 450.00

Umalusi banking details:

Bank   : ABSA

Account name   : Umalusi

Account number : 16-3014-5178

Branch   : Lynwood Ridge, Pretoria

Reference number

E	V	O						L

Note: Reference number must start with "EVO" and end with "L".

Enter the first six digits of the certificate number in the open spaces.

_____   _____

Signature of Applicant   Date

Note: If a form is incomplete or the required payment has not been made, the application will not be processed by Umalusi.