

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.

The e-mail 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
Copy of ID number
Contact number
Email address
Contact person

Fees for authentication are as follows:

1 April 2026 to 31 March 2027: **R130.00**

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: verification@umalusi.org.za Website: www.umalusi.org.za	Tel: +2712 357 3900/3250/56 Fax: +2712 328 6878 Website: www.dbe.gov.za e-mail: nene.t@dbe.gov.za	Tel: +2712 312 5760/52/55 Website: www.dhet.gov.za e-mail: devilliers.P@dhet.gov.za

TO WHOM IT MAY CONCERN

VERIFICATION OF CERTIFICATES ISSUED BY THE PREVIOUS SOUTH AFRICAN CERTIFICATION COUNCIL AND THE GENERAL AND FURTHER EDUCATION AND TRAINING QUALITY ASSURANCE COUNCIL (UMALUSI)

Umalusi is the only body that can issue certificates in the General and Further Education and Training band. It is also the Council's responsibility to verify the authenticity of these certificates.

It should be noted that only certificates issued by the South African Certification Council and the General and Further Education and Training Quality Assurance Council (Umalusi) can be verified by UMALUSI. The assessment bodies should be contacted for the verification of certificates issued prior to September 1992.

The Council has responsibility for the issuing of the following certificates:

- Senior Certificate
- National Senior Certificate
- National N3 Certificate
- Subject certificate
- General Education and Training Certificate
- Learning area certificate

All requests for the verification of the authenticity of certificates issued by the council should be forwarded to Umalusi for verification.

The verification fee is R130.00 per certificate.

Payments must accompany the applications for verifications. The banking details for Umalusi are as follows:

UMALUSI
ABSA
LYNNWOOD RIDGE
CHEQUE ACCOUNT
ACC NO: 1630145178
BRANCH CODE: 333845
REFERENCE NO: EVOWES002L

The following document can be forwarded to Umalusi by email after payment.

- The certified copy of the certificate or the full candidate's name, surname or maiden surname.
- The client contacts details.
- Proof of payment.
- Certified copy of ID.

The letter covering will be valid for three months.

The verification document should be submitted to verification@umalusi.org.za

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VERIFICATION OF CERTIFICATES ISSUED BY THE PREVIOUS SOUTH AFRICAN CERTIFICATION COUNCIL AND THE GENERAL AND FURTHER EDUCATION AND TRAINING QUALITY ASSURANCE COUNCIL (UMALUSI)

Umalusi is the only body that can issue certificates in the General and Further Education and Training Qualifications Sub-framework. It is also the Council's responsibility to verify the authenticity of these certificates.

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The following documents must be e-mailed to Umalusi:

- The copy of the senior certificate
- The client contact details.
- The proof of payment.
- Academic Records Request Form

The verification documents should be submitted to verification@umalusi.org.za

Feedback on the World Education Services (WES) verification application

The following initiative is immediately implemented to improve the WES application process:

- After the letter has been prepared, Umalusi will send the documents electronically to World Education Service on behalf of the candidate or applicant. This letter will be coupled with:
 - Completed Academic Record Request Form
 - A signed Grade 12 certificate
- Students will receive a notification email, from Umalusi, when Umalusi has digitally submitted documents to WES.
- Students will receive a notification email, from WES, when WES has digitally received the documents from Umalusi.
- It is the responsibility of the applicant to follow up with WES to ensure the documents are received and the way forward.