

## PROCEDURE FOR THE APPLICATION FOR A SENIOR CERTIFICATE OR A NATIONAL SENIOR CERTIFICATE

### Introduction

Certification is the formal recognition of a full qualification or subject achieved by a candidate. Where a candidate has met the minimum requirements for awarding the qualification, the National Senior Certificate will be issued. Where a candidate has not met the minimum requirement for the award of the qualification a subject statement for one or more subjects will be issued. Once a candidate has obtained the minimum credits for the award of the certificate, such a candidate can apply for the combination of the subject credits for the award of the National Senior Certificate.

After the release of results, candidates who have sat for the examination will receive statements of results. Higher Education Institutions do accept the statement of results as a valid document for registration, prior to the issuing of the certificate by Umalusi. The statement of results is also acceptable for entry to the workplace.

In terms of the General and Further Education and Training Quality Assurance Act, 2001 (Act No 58 of 2001), the Minister of the Department of Education is the custodian of examination data. The Act further bestows on Umalusi the responsibility for issuing certificates for qualifications at the exit points in general and further education and training.

### Types of certificates issued

#### (a) FIRST ISSUE/SUBJECT STATEMENTS

- The first certificate issued to a candidate after writing an examination if a candidate fulfilled all the requirements for the Senior Certificate or National Senior Certificate.
- If a candidate has written certain subjects, but has met minimum requirements for the Senior or National Senior Certificate, subject statements will be issued for the subjects passed.
- The first issues and or subject statements are sent direct to schools where the candidate wrote the examination.

#### (b) A REPLACEMENT CERTIFICATE: CHANGE OF STATUS

A replacement certificate for a change of status is issued to a candidate who has not qualified for the National/Senior Certificate in one examination sitting or for each examination sitting and who, for example has received a subject statement reflecting the relevant subject credits. If a candidate qualifies for the National/Senior Certificate after all the results have been combined, a replacement certificate: change of status certificate will be issued.

NOTE THAT CANDIDATES SHOULD APPLY FOR COMBINATION, NO AUTOMATIC COMBINATION TAKES PLACE UNLESS IT IS A SUPPLEMENTARY EXAMINATION.

## HOW TO APPLY FOR THE REPLACEMENT CERTIFICATE: CHANGE OF STATUS

### Personal Application

- The candidate should visit the nearest Departmental offices after receiving the results
- The candidate must apply for the combination of results for the examinations written over multiple years.
- The candidate may request for the confirmation statement whilst still awaiting the certificate

### Other means of application

- A candidate may apply from wherever s/he is by downloading the attached application form (Annexure A).
- Complete (in full) the application form
- Visit the nearby post office and purchase a postal order for R48.00 addressed to the Department of Basic Education
- Post the application form together with the postal order and these must be accompanied by a copy of the ID,

### Timeframe

- The statement of results is obtainable immediately at the departmental offices.
- For the certificate, a candidate may wait for a period of 4 – 6 weeks for it to be printed.

## DOCUMENTS REQUIRED

The following documents are required when applying for a replacement certificate

- Copy of the ID
- You may need to bring copies of the statements and/or subject statements/certificates

## COST

A nominal fee of **R48.00**, (inflation inclined) is charged for a replacement certificate. In the event that the candidate requires a statement of results, additional **R15.00** will be charged.

- (c) **A REPLACEMENT CERTIFICATE ISSUED IN LIEU OF THE LOST, DAMAGED OR DESTROYED ORIGINAL CERTIFICATE.**

## HOW TO APPLY FOR THE REPLACEMENT CERTIFICATE: LOST, DAMAGED OR DESTROYED ORIGINAL CERTIFICATE

### Personal Application

- The candidate should visit the nearest Departmental offices after receiving the results
- The candidate must apply for the lost, damaged or destroyed original certificate.
- The candidate may request for the statement of results whilst still awaiting the certificate

### **Other means of application**

- A candidate may apply from wherever s/he is by downloading the attached application form (Annexure B).
- Complete (in full) the application form
- Visit the nearby post office and purchase a postal order for R48.00 addressed to the Department of Basic Education
- Post the application form together with the postal order and these must be accompanied by a copy of the ID,

### **Timeframe**

- The statement of results is obtainable immediately at the departmental offices.
- For the certificate, a candidate may wait for a period of 4 – 6 weeks for it to be printed.

### **DOCUMENTS REQUIRED**

The following documents are required when applying for a replacement certificate

- Copy of the ID
- You may need to bring copies of the statements and/or subject statements/certificates
- In the case where a certificate was damaged, the original certificate must be returned to the Department and Umalusi before a replacement is issued.

### **COST**

A nominal fee of **R48.00**, (inflation inclined) is charged for a replacement certificate. In the event that the candidate requires a statement of results, additional **R15.00** will be charged.

#### **(d) REISSUES: INCORRECT INFORMATION PRINTED ON THE CERTIFICATE**

In cases where the spelling of a name on an identity document (ID), an ID number or a date of birth has been changed as a result of an error on the part of the Department of Home Affairs, as well as in cases where a candidate was found to share the same identity number with another person and the ID number has been changed unilaterally by the Department of Home Affairs, an application for a re-issue for consideration by the Umalusi Council may be made.

### **HOW TO APPLY FOR THE REPLACEMENT CERTIFICATE: LOST, DAMAGED OR DESTROYED ORIGINAL CERTIFICATE**

#### **Personal Application**

- The candidate should visit the nearest Departmental offices after receiving the results
- The candidate must apply for the lost, damaged or destroyed original certificate.
- The candidate may request for the statement of results whilst still awaiting the certificate

#### **Timeframe**

- The statement of results is obtainable immediately at the departmental offices.
- For the certificate, a candidate may wait for a period of 4 – 6 weeks for it to be printed.

## **DOCUMENTS REQUIRED**

The following documents are required when applying for a replacement certificate

- Certified copies of the old and new identify documents
- A sworn statement (affidavit) by the candidate
- The original certificate
- A confirmation letter from the Department of Home Affairs
- In a case where the candidate is not in possession of a birth registration certificate, and the date of birth is to be changed, he/she must endeavor to provide a form of evidence such as clinic card, baptismal certificate, confirmation certificate or school report that reflects the person's name and date birth.

## **COST**

A nominal fee of **R48.00**, (inflation inclined) is charged for a replacement certificate. In the event that the candidate requires a statement of results, additional **R15.00** will be charged.

### **(e) REISSUES: LEGAL ALTERATION OF PERSONAL DETAILS**

In the case where a candidate has changed his/her name/surname through a legal process and wishes to have the certificate re-issued in a new name, a candidate may apply through the Department of Basic or nearby Provincial Offices.

In addition, the candidate must present herself/himself with the relevant documentation for an interview with the Departmental Officials.

### **Personal Application**

- The candidate should visit the nearest Departmental offices after receiving the results
- The candidate must apply for the re-issue certificate due to alteration of personal details.
- The candidate will be expected to present himself/herself with the relevant documentation for an interview.

### **Timeframe**

- For the certificate, a candidate may wait for a period of 4 – 6 weeks for it to be printed.

## **DOCUMENTS REQUIRED**

The following documents are required when applying for a replacement certificate

- Certified copies of the old and new identify documents
- A sworn statement (affidavit) by the candidate
- The original certificate
- A confirmation letter from the Department of Home Affairs
- In a case where the candidate is not in possession of a birth registration certificate, and the date of birth is to be changed, he/she must endeavor to provide a form of evidence such as clinic card, baptismal certificate, confirmation certificate or school report that reflects the person's name and date birth.

## **COST**

A nominal fee of **R250.00**, (inflation inclined) is charged for a replacement certificate. In the event that the candidate requires a statement of results, additional **R15.00** will be charged.

**Forms:** Available at offices of the Department of Basic Education and Provincial Education Department.

Who to contact

- National office: (012) 357 4511/2/3
- Eastern Cape: (043) 604 7709/73/7808
- Free State: (051) 404 8000/8252
- Gauteng: (011) 355 0588/1314
- KwaZulu Natal: (031) 327 0538/0331
- Limpopo: (015) 290 7747/7830
- Mpumalanga: (013) 766 5807/0016
- Northern Cape: (053) 839 6585/6500
- North West: (018) 384 3100/51
- Western Cape: (021) 467 2483