



BOTSWANA
Qualifications Authority

ONLINE GUIDANCE ON APPLICATION FOR EVALUATION OF QUALIFICATIONS

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Note the following before completing the submission:

1.0. GENERAL VERIFICATION INFORMATION

- a. Request for verification information of your qualification from the awarding body. Alternatively, you can go to Qualification Check <https://bqa.qualificationcheck.com/#/login/register> for degree qualification (**Please note that Qualification Check charges fees for verifying documents, the costs of verification will be borne by the applicant**).
- b. The verification information should have been emailed by the Awarding body directly to BQA verifications@bqa.org.bw before completing this submission.
- c. Download the BQA qualification verification consent form on the link below.
- d. If a verification statement has not been received, your application will be terminated.

1.1. Country Specific verification requirements

1.1.1. China

- a. Applicants can log into "Xuexin Network" <https://xwrz.chsi.com.cn/gateway> and use the degree certification system service
- b. For any information related to verification service please contact Xuexin.com customer service (010-67410388, kefu@chsi.com.cn).
- c. A verification report is required if you are evaluating
 - i. Degree Certificates (Bachelors, Masters, and Doctoral qualifications).
 - ii. Graduation certificates (Diplomas and below)
- d. All verification reports and any academic records should be submitted in their original language translated in English language by a sworn translator.

1.1.2. United Kingdom

- a. For UK awarded qualifications go to Higher Education Degree Data Check (HEDD). <https://www.bqa.org.bw/verificationsites/>
- b. Please note that not all UK awarding Bodies use HEDD service. You may have to contact your awarding body directly and request for verification of your qualification.

2.0. COMPLETION OF THE APPLICATION

- a. Complete a new application form for each qualification to be evaluated.
- b. This submission form has three (3) sections (**A. Application Details, B. Document Uploads and C. Submission Section**)
- c. Ensure that ALL required information is provided and all fields on the form are filled with the correct and MOST current information.
- d. Ensure that ALL required documents are ready for submission.
- e. Verify that you have the correct documents, and these have been labeled correctly for identification. **Example: ID copy- Mercy Kgopolo.**

3.0. PAYMENT

- a. Payment is required with this application.

- b. Please ensure that the terms and conditions are read and accepted before you submit an application.
- c. You will be redirected to the payment page after submitting the form together with required attachments. Wait patiently to be redirected.
- d. For failed payment, please submit a new application.
- e. For incorrect card information, use the back button to re-enter correct information.

4.0. DECLARATION AND CONSENT

BQA reserves the right to share information about you with appropriate institutions for further investigation in the event that documents submitted are suspected to be forged, altered, or falsified.

5.0. EVALUATION RESULTS

- a. Evaluation results will only be issued to the applicant.
- b. The results will be made available only by registered mail or personal collection.

6.0. DOCUMENT SIZE

- a. Maximum file size for each document upload is **30MB**.
- b. All Documents' **format** type should be in **pdf**.

*Note that the form does **not save information** before submission. Therefore, if you are logged off before completion, you are required to refill the information from the start.*

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