

# GUIDANCE ON APPLICATION FOR EVALUATION OF QUALIFICATIONS

Note the following before completing the submission:

## 1. Verification information

- a) Request for verification information of your qualification from the awarding body
- b) The verification information should have been emailed by Awarding body directly to [verifications@bqa.org.bw](mailto:verifications@bqa.org.bw) before completing this submission.
- c) A copy of verification information of your qualification must accompany your application.
- d) Download the BQA qualification verification consent form on the link below.

## 2. Completion of the application

- a) Complete a new application form for each qualification to be evaluated.
- b) This submission form has six (6) sections (A & B. Application Details, C. Purpose of Application, D. Institutions Attended, E. Document Uploads and F. 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 labelled correctly for identification. Example: **ID copy- Mercy Kgopolo**.

## 3. Payment

- a) Payment is required with this application.
- b) Please ensure that the terms and conditions are read and accepted before you apply.
- 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. Declaration and Consent







- a) BQA reserves the right to share information about you with appropriate institutions for prosecution in the event that documents submitted are forged, altered, or falsified.

## 5. 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. Document size

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

Step 1	Register and Complete verification
	<p>Please register to verify your qualifications by entering your details at:</p> <p><a href="https://bqa.qualificationcheck.com/#/login/register">https://bqa.qualificationcheck.com/#/login/register</a></p> <p>Check your inbox for an e-mail from: <u>do-not-reply@qualificationcheck.com</u> with the subject line: 'Verify your QualificationCheck.com Registration'. Follow the link and create your password to complete login.</p>
Step 2	Institute Search
	<p>Type the name of the institution that awarded your qualification. (e.g. the University that issued your last qualification) As you type a list of institutions will appear at the bottom. Click on the name of the institution where you studied.</p>
Step 3	Enter Qualification Details
	<p>You must enter your individual details (name and date of birth) as they appear on your qualification. You must then enter the requisite qualification details as instructed on the portal.</p>
Step 4	Consent and Other Documents
	<p>Scroll down to the Documents Section. Below the Institute Consent Form click where it says 'Download &amp; Sign'. This will open a consent form document. Please complete and sign the form then upload it by clicking on the 'Upload' button below where it says Institute Consent Form. E-signature accepted by institutions unless otherwise stated.</p> <p>If the institution requires additional documentation for the verification (i.e. degree certificate, copy of ID), please upload a PDF version to the portal to be submitted.</p>
Step 5	Submit and Complete application & Payment
	<p>A screen will pop-up asking you to confirm you have completed everything. If you have, click on the 'Yes, Submit &amp; complete application' button</p> <p>Enter your Payment Details and then click on the 'Pay' button.</p>
Step 6	Wait
	<p>Qualification Check will verify your qualification directly with the awarding institution. Please be patient as this can take time as they check their records.</p>
Step 7	Verification Confirmation



Once your qualification has been verified you will receive an email to notify you.

Your verification result will be automatically shared with the Botswana Qualification Authority (BQA).



## How to Register with Prospects Hedd to complete your Verification

1. Register an account at [www.hedd.ac.uk](http://www.hedd.ac.uk)
2. When asked for the organisation details, ensure you use the information below as the organisation details. **Registering with incorrect organisation details and not BQA will cause delays.**

### Your organisation details

Organisation	<input type="text" value="Botswana Qualifications Authority"/>
Choose which best describes your organisation	<input type="text" value="Other"/>
Address line 1	<input type="text" value="Private Bag BO 340"/>
Address line 2	<input type="text" value="Gaborone"/>
Address line 3 (optional)	<input type="text"/>
Postcode (optional)	<input type="text"/>
Country	<input type="text" value="Botswana"/>
Telephone number	<input type="text"/>
Company number (optional)	<input type="text"/>
VAT number (optional)	<input type="text"/>

3. A member of the team at Hedd will email you confirming your intention to transfer the verification to BQA.
4. Once your account is activated, please log in into your Hedd dashboard via [www.hedd.ac.uk](http://www.hedd.ac.uk) to begin your verification process. A Hedd/BQA consent form will be provided.
5. When you have submitted your verification request, you will be provided with a Hedd reference number. Please confirm this back to Hedd and wait until you have received the verification back.
6. When the verification has been completed, email Hedd to confirm you are in receipt of this.
7. Hedd will then securely transfer your verification directly to BQA for evaluation.


Please contact [heddhhelp@prospects.ac.uk](mailto:heddhhelp@prospects.ac.uk) for assistance with your Hedd verification



## How to submit your verification request with Prospects Hedd

1. log in into your Hedd dashboard via [www.hedd.ac.uk](http://www.hedd.ac.uk) using the details you used to register your account.
2. Search for the University you attended for which you require verification from. Ensure you select the correct institution you attended. If you require more than one award verifying, you must make a separate enquiry for each award.

Find the university or college for your enquiry



Search

[Browse all UK universities and colleges](#) >

3. Once you have selected the University you attended. Proceed to verify now.
4. Submitting your enquiry

**The following information must be provided along with a signed consent form. Note that if your name has changed since you graduated from university, please confirm your name at the time of study prior to submitting the enquiry.**

- **First Name**
- **Last Name**
- **Date of Birth (DD/MM/YYYY)**
- **Qualification type**
- **Course name**
- **Year of award**
- **Classification**

**While we aim to provide dates of attendance for all our enquiries, sometimes these records are no longer retained. This usually affects awards made prior to 2000.**

5. Payment of £14 GBP can be made by debit/credit card before you submit your enquiry.
6. Please allow up to 10 working days for your verification to be returned.
7. You will be notified by email with updates to your verification. Once this is received, please email Hedd confirming this has been completed and request this is now transferred to BQA for evaluation.
8. Hedd will transfer your verification directly to BQA.




**Please contact [heddhelpp@prospects.ac.uk](mailto:heddhelpp@prospects.ac.uk) for assistance with your Hedd verification**

# PAYMENT GUIDELINES







## Payment Gateway

- After Submission of Application the system will redirect you to payment gate way to pay
- Fill in the required card details and then click pay.
- If the payment is successful, the success menu will pop up
- Application payment will be validated, and the application will move to the next stage.
- **If unsuccessful**, Please wait at least an hour and check your bank statement if the funds were not transferred to BQA account.
- Incase the transaction occurred and the system tells otherwise, please contact 3657200 and ask for Finance department to assist.
- Incase the transaction did not occur you may go back to the application and pay or re submit a new application.

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**New Online Transaction** [Refresh](#) | [Print](#) | [Swipe](#) ☐

Transaction Mode	<input type="text" value="Standard / Moto"/>	cardholder not present
Transaction Type	<input type="text" value="Authorisation &amp; Settlement"/>	
Card Number	<input type="text"/>	   
Card Expiration	<input type="text" value="08"/> <input type="text" value="2022"/>	
Cvc Number	<input type="text"/>	last 3 or 4 digits - back of card
Cardholder Name	<input type="text"/>	as embossed on card
Cardholder Email	<input type="text"/>	optional
Amount (BWP)	<input type="text"/>	use decimal point for cents
Budget Period	<input type="text" value="00"/>	
Goods Description	<input type="text"/>	
Reference Number	<input type="text"/>	optional - must be unique

