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RECOGNITION OF QUALIFICATION PROCESS FLOW

Step 1

Visit the FSCA website to view latest list of recognised qualifications and appropriate subjects as per the Board Notice.

Only complete and accurate applications will be processed; If the qualification is listed and registered under the name of the institution where you obtained qualification, no need to submit an application for recognition.

Step 2

If not recognised and listed continue to Step 3.

Please email: fais.qualifications@fsca.co.za

Step 3 Peruse the list of appropriate subjects and your qualification

transcript to verify the authenticity of 3 subjects i.e. 1 subject must be a commercial and 1 subject must be a major in duration of study

Step 4

If the subjects requirement are met on Step 3, please complete the application form available on the FSB website, make payment refer to Fees schedule, attach a copy of the transcript, qualification certificate and proof of payment. Send by post, hand deliver or email to:

fais.qualifications@fsca.co.za

Step 7

All applicants will receive written feedback. The Review Committee meets once a month on the 20th.

An application must be submitted 7 days prior to the Qualification Review Committee meeting date.

Step 8

Approved applications and qualifications will be listed, gazetted and published in the Board Notice

Step 6

All applications will be submitted at the FAIS Qualifications Review Committee for recommendation.

The recommendations are submitted to the Authority for ratification.

Step 5 The application will be perused for accuracy and captured into the system

