

I want PostNet Pretoria CBD to handle my apostille-related courier services *and* fly my completed final documents to Korea for R950.

What should I do? First, please carefully read the document titled **“Save Money on Domestic & International Courier Services: A How-To Guide for South Africans.”**

Then, follow these seven steps.

1.) Email a completed “Consent for Authentication of Learner Achievements for Verification Letters” form, a scanned image of your South African ID, and a scanned image of your bachelor’s diploma to: verificationsletter@saqa.co.za

In the subject line of this email, write: “Verification Letter – Quotation.”

2.) Go to your nearest police station and get a certified copy of your ID, fill out an “Application: Police Clearance Certificate” form, put your fingerprints onto a SAPS 91 (a) fingerprint document, and pay R160 to get a proof of payment. Take these four documents with you out of the police station.

3.) Put your completed final documents, minus the apostille-related documents, into a big envelope and seal the envelope. This envelope should contain:

- One copy of:
 - (a) Your EPIK application. Make sure to sign your application on page 5 using a ballpoint pen. There should be 11 pages total, including your essays and lesson plan.
 - (b) Lesson plan handouts.
- One color photocopy of your passport information page.
 - (a) Make sure you get the top page and the bottom page in one picture/scan. All four corners of the passport should be visible.
- Two professional-quality passport photos.
 - (a) Each photo should be 4.5 cm in length and 3.5 cm in width.
- Two sealed transcripts detailing your bachelor’s education.
 - (a) Each transcript should be separately sealed in its own envelope.
- Your two original letters of recommendation.
 - (a) Make sure that they have no digital signature and that each referee signed his/her respective letter using a ballpoint pen. These letters should be the originals, not copies or printouts (i.e., there should be a physical impression from the referee’s ballpoint pen on the paper).
 - (b) Do not do anything to degrade the integrity of these letters (i.e., do not forge any signature). This is very important.
- Letters proving that you were educated in English from the 7th grade through the 12th grade.
- A copy of your TEFL certificate, if required.
- Any other documents that Korvia advised you to prepare.

Label this envelope in the manner described in the document titled “Save Money on Domestic & International Courier Services: A How-To Guide for South Africans.” This envelope is called envelope “B.”

4.) Put the four documents you got from your police station on top of (not inside of) envelope “B” and take all of these documents to your nearest PostNet location. Pay R109 to “PostNet-2-PostNet” these documents to PostNet Pretoria CBD. Write PostNet Pretoria CBD’s address exactly in the manner described in the document titled “Save Money on Domestic & International Courier Services: A How-To Guide for South Africans.” This is very important.

5.) When PostNet Pretoria CBD receives your package, they will contact you with details about how to pay the R950. Please pay promptly. PostNet Pretoria CBD will store your envelope "B" in a safe place while they work on your Police Clearance Certificate. They will both submit your application for the PCC and pick up your PCC when it's complete.

5.) SAQA will email you a fee quotation. Promptly pay the fee and forward the proof of payment to SAQA.

6.) When SAQA tells you that your verification letter is ready, immediately contact PostNet Pretoria CBD so that they can arrange collection. PostNet Pretoria CBD can be contacted via telephone at 012 320 4346 and via email at: ptacbd.admin@postnet.co.za

7.) When both your SAQA verification letter and your PCC are ready, PostNet Pretoria CBD will take them to DIRCO for apostilles and pick the apostilles up when they are ready. Then, they will match your apostille-related documents with your envelope "B" and fly everything together to Korea.

