

# CERTIFICATE REQUEST FORM

Please complete all the sections

## SECTION 1: PERSONAL DETAILS

Full Name (To appear on Certificate): \_\_\_\_\_

NIC/Passport Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ (DD/MM/YYYY)

Course Name: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Mobile No: \_\_\_\_\_ Email Address: \_\_\_\_\_

## SECTION 2: PLEASE TICK THE REQUEST CATEGORY

### Request for Replacement Document (Please select all required documents)

Transcript (MVR 250/-)

Certificate (MVR 500/-)

### Request for Nested Award, on partial completion of programme (Select one only\*)

Diploma (MVR 750/-)

Associate Degree (MVR 750/-)

*\*If you are requesting a nested award (Diploma or Associate Degree), you will only be issued the highest award you are eligible for.*

## SECTION 3: PAYMENT

Total Payment: MVR 

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Date: .....

Applicant's Signature: .....

## FOR OFFICE USE ONLY:

### DOCUMENT AND PAYMENT RECEIVED BY:

Name: .....

Signature: .....

Date: .....

Time: .....

Notes:



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Document Title: **Guidelines for Certificate and Transcript Release Dates 2021**

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The information contained herein is subject to change without notice.

January 2021.

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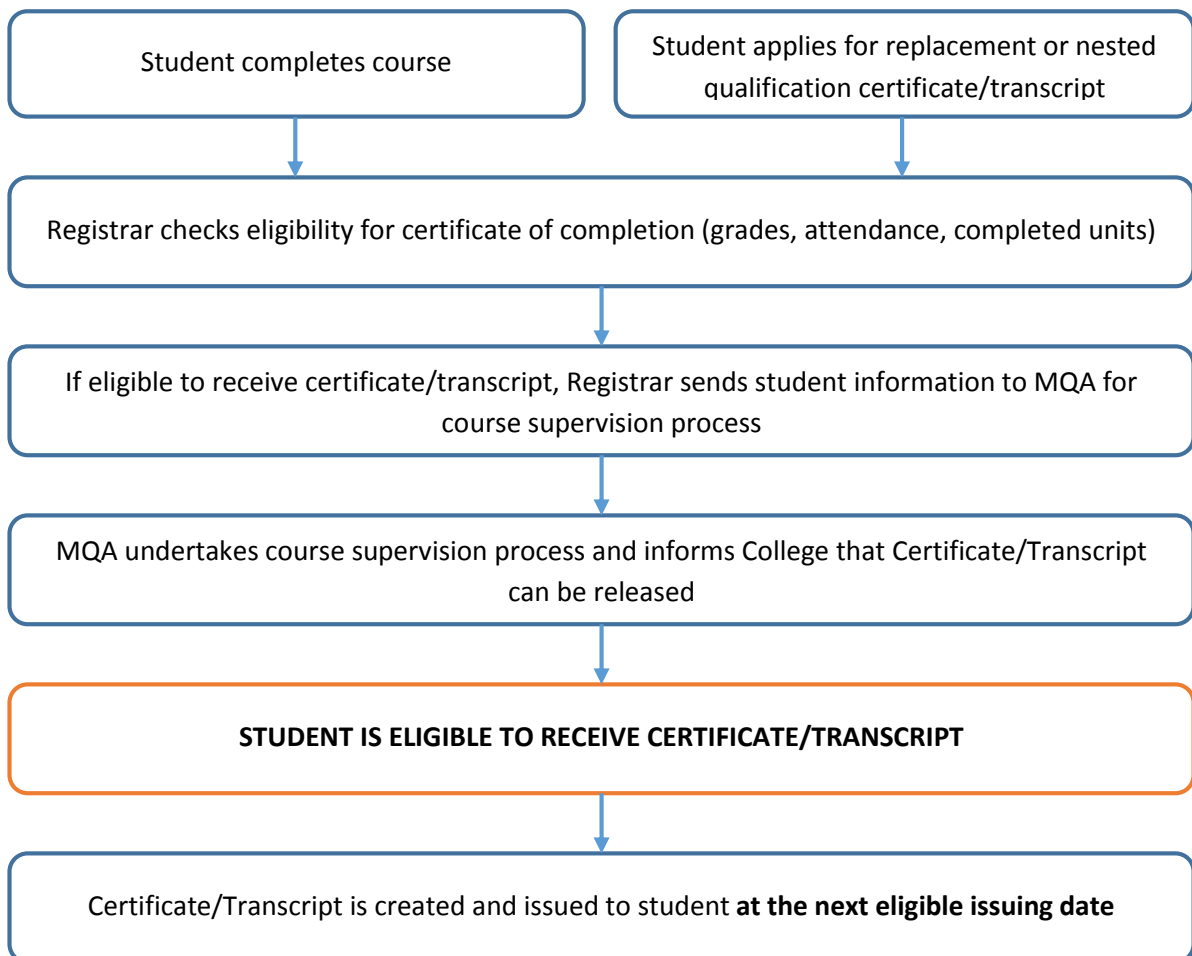
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## 1. NOTICE FOR STUDENTS

Students awaiting certificates on completion of MAPS College courses and students applying for nested qualification certificates/transcripts or replacement certificates/transcripts should be aware of the process and dates the College follows when processing and releasing certificates to students.

## 2. THE CERTIFICATION PROCESS

Students are eligible to receive a certificate and transcript after the MQA supervision process has been completed, and MQA has approved the certificate for release. The diagram below outlines the process followed by the College.



### 3. CERTIFICATE ISSUING

Certificates and transcripts are issued four times per year by the College.

Certificates and transcripts are created at the end of each certificate issuing period for all students who are eligible to receive a certificate and transcript at least 1 month before the end of each certificate issuing period.

Students who become eligible to receive a certificate or transcript within one month of the end of the certificate issuing period shall receive the certificate and/or transcript at the end of the following certificate issuing period.

When certificates/transcripts are ready for collection, students will be contacted to collect the Certificate/Transcript from MAPS College.

### 4. KEY DATES

The MQA Supervision process usually takes 1 month to complete, so the dates below indicate the dates by which a student must complete their course or apply for their nested certificate/transcript to receive it on the next certificate issuing date (subject to MQA approval being completed within 1 month).

Replacement certificates/transcripts do not need to pass through the MQA Supervision process, so will be issued at each certificate issuing date if applied for at least 1 month before the relevant certificate issuing date.

Certificate Issuing Period	Expected Date of course completion / application for nested qualification*	Certificate Issuing Date**
1 January – 31 March	31 January	31 March
1 April – 30 June	30 April	30 June
1 July – 30 September	31 July	30 September
1 October – 31 December	31 October	31 December

*\* MQA Supervision can take more than or less than 1 month. As such, the dates listed above are expected dates only. Certificates will be issued on the certificate issuing dates listed above only where the MQA supervision process has been completed at least 1 month prior to the certificate issuing date.*

*\*\*Where the certificate issuing date falls on a company or public holiday or weekend, the certificates shall be issued on the following working day.*

## 5. **HOW TO APPLY FOR A NESTED CERTIFICATE/TRANSCRIPT OR REPLACEMENT CERTIFICATE/TRANSCRIPT**

Students who are eligible to receive a nested certificate and/or transcript should complete the certificate and transcript request form, and submit the form and payment confirmation to MAPS College via email to [info@maps.edu.mv](mailto:info@maps.edu.mv) or at the College reception.

## 6. **MORE INFORMATION**

For more information about certificate eligibility or the Colleges principles and procedures relating to certification please refer to the *MAPS College Certification Policy 2020*.