



Certificate Request Form

007 – MAPS
Version 2.0 | Nov 2022

Student Details:

Student Name:			
National ID / Passport Number:		Contact Number:	
Course Name:			
Mode of Study:	<input type="checkbox"/> Face to Face	<input type="checkbox"/> Online	

CERTIFICATE DETAILS: *(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 program (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.*

Declaration:

I confirm that, to the best of my knowledge, the information given in this form is correct and complete.

Signature:		Date:	
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For Office Use Only:

Received By:		Date:	
Remarks:			
Payment Details: <i>(If Applicable)</i>			
Approved By:		Date:	



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

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The information contained herein is subject to change without notice.

January 2021.

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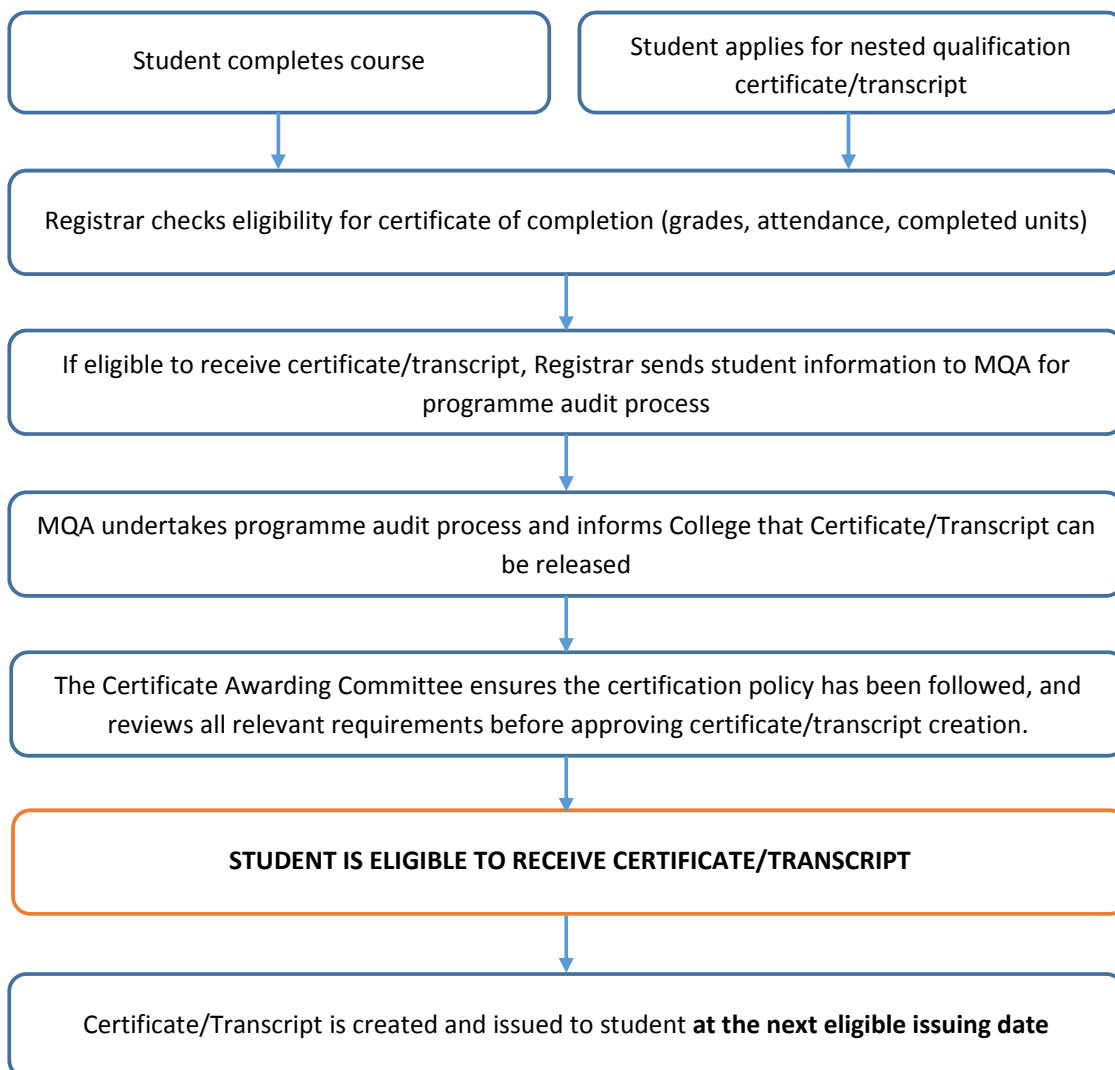
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1. NOTICE FOR STUDENTS

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 programme audit 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 time per year by the College.

Certificates and transcripts are created quarterly for all students who are eligible to receive a certificate and transcript at least 1 month before the certificate issuing date.

Students who become eligible to receive a certificate or transcript less than one month before the certificate issuing date shall receive the certificate and/or transcript on the following certificate issuing date.

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 within 5 working days of the request for a replacement certificate/transcript and payment being made.

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

** MQA Supervision can take more than or less than 1 month. As such, the dates listed above are expected dates only. Certificates will be issues 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 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.