



SACE

South African Council for Educators

Towards Excellence in Education

www.sace.org.za



SACE

REGISTRATION



**PROFESSIONALLY QUALIFIED
EDUCATORS
Non-SA Citizens**

Version 2025



Compulsory documents required for registration with SACE

- Copy of a valid Passport and work permit.
- The conditions of the permit must allow one to teach in SA.
- If using a refugee Permit, a valid Refugee ID must also accompany the refugee permit
- **ALL PERMITS MUST BE VALID FOR A PERIOD OF SIX MONTHS OR MORE AT THE TIME OF SUBMISSION TO SACE**
- A copy of the Old passport in an instance where the applicant was previously registered with SACE using a different passport number.
- A copy of National Senior Certificate (NSC) **“NOT A STATEMENT OF RESULTS”**
- OR copy of Senior Certificate (SC) **“NOT A STATEMENT OF RESULTS”**
- OR a copy of National Senior Certificate for Adults (NASCA) **“NOT A STATEMENT OF RESULTS”**
- OR a copy of Level 4 National Certificate (Vocational), OR **“NOT A STATEMENT OF RESULTS”**
- A copy of A & O Levels if matriculated outside the republic of SA (international matric).
- Copy of a Marriage certificate/ divorce decree/ assumptions of new names where applicable.
- A Copy of a Police clearance/ Certificate (**Not a name/ fingerprint clearance OR proof of payment for application**).
- The police clearance /certificate must not be older than six months at the time of submission to SACE.
- All Police Clearance /Certificates will be subjected to verification and unverifiable clearances will not be accepted.
- A copy of a computerised SAPS 69 report for all those with criminal offences (SAPS verification).
- A copy of a relevant NQF Level 7 Professional Teaching Qualification, e.g., B.Ed. certificate and certified Transcript.
- A Copy a complete academic record for the NQF Level 7 Teaching qualification (as indicated above) indicating that the qualification has been completed, indicating the date of completion and relevant credits. The academic record must be on the University letter head, have an OFFICIAL UNIVERSITY STAMP, be dated, signed, and be CERTIFIED.
- PGCE graduates, must also submit a copy of a complete academic record for the JUNIOR QUALIFICATION indicating that the qualification has been completed, indicating the date of completion and relevant credits. The academic record must be on the University letter head, have an OFFICIAL UNIVERSITY STAMP, be dated, signed, and be CERTIFIED and a Copy of the junior qualification certificate.
- Copy of a QR Coded SAQA Evaluation report for all qualifications obtained outside of the Republic of South Africa, including A/O Levels.
- Proof of Payment for registration fee (R400 registration / R50 Update). Note that Council Fees are subject to change.

Please note the following:

- **All copies must be recently certified (not older than 6 months)**
- **Certification must indicate true copy of original and be dated. All documents must be saved in PDF.**
- **Pictures and screenshots will not be accepted.**
- **All copies must be clear when submitted.**

All applications must be submitted Online via the eservice's portal: www.eservices.gov.za

NB: Before beginning the online application process, make sure of the following:

- All documents are saved in PDF
- Pictures and screenshots will be rejected

Steps on how to submit an Online application

- Go to www.eservices.gov.za
- Click on Education, then SACE professional registration.
Applications must be submitted via the online portal on www.eservices.gov.za.
- Create a profile by creating a username and password.
- Login using the created username and password to start your application process.
- If you receive a message that your profile already exists OR your ID number is invalid, this means that you are already registered on the eservices and there is no need to create a new profile.
- Proceed directly to login
- If you have forgotten your username/ password, click on forgotten username/ password to reset your login details.
- Read the terms and conditions and begin the application process, click on new application or status update if you are already registered with SACE.
- Choose the type of registration you want to apply for.
- Read the registration requirements before beginning the application process.
- Complete the online application process and upload the required documents.
- After declaration process click next to proceed to the next step.
- Continue to make a payment if you are paying using the online option OR
- Upload Proof of payment if you paid via the Bank / EFT/ or you have proof of payment (email) from SACE.
- Click submit when done to ensure that the application is submitted.
- **All copies must be recently certified (not older than 6 months)**
- **Certification must indicate true copy of original and be dated.**
- **All documents must be saved in PDF.**
- **Pictures and screenshots will not be accepted.**
- **All copies must be clear when submitted.**

Council Fees

- Registration fee R400 Non- SA citizens
- Update Fee R50
- Registration fee is non-refundable, make sure you qualify and have all required documents before submitting the application.
- **Note that Council Fees are subject to change.**





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CONTACT US



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OFFICE HOURS:

☎ Mon - Fri (08:00 - 16.30)

FACEBOOK:  <https://www.facebook.com/SACE>

TWITTER: <https://twitter.com/SACE9>