

# SQA Ambassadors Application Process



## Centre

## SQA

Read over criteria and application process at <http://www.sqa.org.uk/ambassadors>

Select students who meet the relevant criteria

Complete and submit online application form including 1 photograph of student

Automatic confirmation webpage message to confirm that we have successfully received your application

Check applications/s meet relevant criteria and all information required is included

*\*If not we will email the nominator for further information*

*\*Provide further information (if required)*

Send E-fulfilment to nominator and SQA International team to confirm nominated student successfully met the SQA Ambassador criteria (within 5 working days)

Send the SQA Ambassador certificate, pin and voucher by courier to the centre's SQA co-ordinator (within 25 working days)

Send SQA photograph of awards ceremony/ presentation. Include details of the event and names of individuals in each photo.

Add the SQA Ambassadors' photo, name and centre to the SQA Ambassadors Roll of Honour on SQA's website

Add the SQA Ambassador to the SQA Alumni LinkedIn group

Inform the SQA Centre by email once Roll of Honour page is updated