



Document Authentication Checklist

Name:		Date:	
Email:		Cell#:	
University:		University ID:	
Degree:		Major:	
Sponsor:		Advisor Name:	
Advisor Email:		Package tracking number:	

To avoid the loss or delay of your documents: ALL Documents MUST be sent in ONE, TRACKED PACKAGE to the Cultural Division- ANY documents sent separately are not the responsibility of the Cultural Division and may cause major delays in authentication	
1. UP TO Two (2) Original final transcripts of the degree being certified (must read "Degree Granted" or "Degree Conferred")	<input type="checkbox"/> Provided
2. An original, official transcript from each university/college which awarded transfer credits	<input type="checkbox"/> Provided
3. Mode of Instruction Verification letters or form ,from ALL universities/colleges (including transfer credits) indicating any courses taken through online/hybrid, Independent Study or distance education and the corresponding credit value <u>sent directly from the registrar by mail or email.</u>	<input type="checkbox"/> Provided
4. Official diploma/ degree if the student wishes to have this authenticated as well	<input type="checkbox"/> Provided
5. Copy of UAE Passport	<input type="checkbox"/> Provided
6. Copy of release of information consent form	<input type="checkbox"/> Provided

- **Students must send a \$35 money order or pre-paid FedEx label in order for their completed documents to be sent back to the UAE**

UAE Address and phone number: _____

- **Please send the completed package (all graduation documents and forms) by :**

1. Mail (FedEx, USPS, ARAMEX, or USPS)to :

Cultural Division - Accreditation and Authentication Office

2406 Massachusetts Ave. NW- Washington DC 20008

2. Email to : cd-usa@moe.gov.ae

The Accreditation and Authentication Office will contact you by email if any documents are missing.
 If you have any questions, please email us at: cd-usa@moe.gov.ae.