



Document Authentication Checklist

Name: _____ Major: _____
 University: _____ Date: _____
 School ID Number: _____ Date of Graduation: _____
 Degree: _____ Date of Birth: _____
 Sponsor: _____ Email: _____
 UAE address & Cell#: _____

Sent directly From institution:	
1. UP TO Two (2) Original final transcripts of the degree being certified (must read "Degree Granted" or "Degree Conferred")	<input type="checkbox"/> Provided <input type="checkbox"/> Not Provided
2. An original, official transcript from each university/college which awarded transfer credits	<input type="checkbox"/> Provided <input type="checkbox"/> Not Provided
3. Verification letters from ALL universities/colleges (including transfer credits) indicating any courses taken through online/hybrid or distance education and the corresponding credit value	<input type="checkbox"/> Provided <input type="checkbox"/> Not Provided
4. Official diploma/ degree if the student wishes to have this authenticated as well	<input type="checkbox"/> Provided <input type="checkbox"/> Not Provided
Sent by student to leslie@uaecd.org :	
5. Copy of UAE Passport	<input type="checkbox"/> Provided <input type="checkbox"/> Not Provided
6. Copy of release of information consent form	<input type="checkbox"/> Provided <input type="checkbox"/> Not 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

*Complete this form and email it to leslie@uaecd.org with the completed Release of Information Consent form and a copy of your passport to begin the authentication process.

*** For SCO / ENEC Students, contact : Saeed Awamleh at 202-243-4431 or Saeed @uaecd.org.**

*Degrees will not be authenticated until all of the necessary documents have been received.

*Transcripts, diplomas and money orders may be mailed to

Attn: Leslie Reid
 Accreditation and Authentication Office / 2406 Massachusetts Ave. / Washington DC 20008.