

# FORTIS GROUP

<b>MONITORING</b> Review: Annually	<b>DESCRIPTION</b> Policy – Educational Certificates – Attestation Procedures	<b>Master Category:</b>	<b>1<sup>ST</sup> PUBLISHED DATE</b>
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## 1. Preamble & Definitions – Refer to relevant Policy

## 2. Attestation Procedures

Each candidate is responsible for attesting his/her educational certificates at his/her own cost. Lodging of original and attested certificates as below is required to receive salary.

The UAE Govt. requires **attested copies** of the candidate's Highest Degree Certificate e.g. BA & PGCE or B.Ed or M.Ed or M.A.

**Only for Nursery Staff** the attested certificates need to have a legal Arabic translation which is mandatory for Work Permit/ Labour Card applications and for Visa processing.

If educational certificates are written in any language but English, they must be translated and attached to a copy of the original. Both copies must be then be authenticated. Candidates must take originals and photocopies of the educational certificates noted above, numerous passport size colour photographs (~ 20), to the various departments in their home countries as noted below and follow the below general instructions:

### **All Nationalities – General Procedure**

1. Documents are to be attested by a Notary Public or a Solicitor in the candidate's country of origin.
2. Documents are then to be attested by "Ministry of Foreign Affairs" in the candidate's country of origin or "Foreign and Commonwealth Office, London (UK Nationals).
3. Please contact your country's Ministry of Foreign Affairs and the UAE Embassy in your home country to check their procedure and processing fees.
  - a. Please check the correct address / location / procedures / attestation charges levied by your home country's Ministry of Foreign Affairs.
  - b. Most Ministries of Foreign Affairs in the candidate's countries of origin and UAE Embassies / Consulates should accept the candidate's payment for attestation of documents **online** via credit card.
  - c. If you opt to send your documents to the Ministry / UAE Embassy in your home country by **Registered Air-Mail**, either prepare a banker's draft with the **correct name** of the institution, or pay on-line.
 

Enclose the on-line receipt or banker's draft and a postage pre-paid, self-addressed, appropriately sized envelope, so that the institution can return your documents back to you by registered post.
  - d. Once you receive all your attested documents, please send them by registered air-mail to the Employer along with your passport photocopy, and 20 (twenty) passport-sized photos and the other required documents noted in the Offer of Appointment.
  - e. If you live close to your Country's capitol, you may wish to go to the institutions in person. It may be faster.
4. After you finish step (2), please attest the documents at the UAE Consulate / Embassy in the candidate's country of origin.
5. Upon arrival in Dubai, final attestation is done at the Ministry of Foreign Affairs, Dubai, Bur Dubai, (Near Pakistan Embassy) Email:attestation@urogulf.com. You will have to this yourself. The cost of this attestation is approx. AED 156 per document.

Candidates are required to lodge at the employer, the originals of the below certificates which **need not be attested.**

- High School or Secondary School Leaving Certificate; and
- High School / Secondary School Mark Sheet; and
- High School Diploma ('A' Level Certificate or International Baccalaureate Diploma or Matriculation); and
- Tertiary Qualifications / Certificates

#### **A) UK Degree Holders**

1. Original documents in (1), are to be shown and photocopies to be attested (signed) by a Solicitor or Notary Public. Ensure that the Notary / Solicitor signs in his/her own & not in the name of the company. Since the notary is a private person or firm the costs vary and it would be best to shop around for the best deal. Suggested rates are GBP6 per document
2. Once the initial notarisation is please notarise at the FCO. The cost at the time of printing this attestation procedure is approx. GBP 20/- per document.

#### **Foreign Commonwealth Office - Legalisation Department**

Timings: 09:30 - 15:30 - Monday to Friday, excluding public holidays.

By post or in person:

FCO - Legalisation Office

Norfolk House (West)

437 Silbury Boulevard

Milton Keynes

MK9 2AH

Telephone: 037 0000 2244

Visit:

[www.fco.gov.uk/en/about-the-fco/what-we-do/docs-and-legal-services/legalisation/](http://www.fco.gov.uk/en/about-the-fco/what-we-do/docs-and-legal-services/legalisation/)

[www.fco.gov.uk/en/about-the-fco/what-we-do/docs-and-legal-services/legalisation/legalising](http://www.fco.gov.uk/en/about-the-fco/what-we-do/docs-and-legal-services/legalisation/legalising)

3. Once you have completed the FCO attestation, please get the documents attested by the UAE Embassy. The cost at the time of printing this attestation procedure is approx. GBP 27/- per document.

#### **Embassy of the UAE**

30 Princess Gate

London SW7 1PT

☎: +44870 005 6984

+ 44 207 581 9616

[www.uaeinteract.com](http://www.uaeinteract.com)

#### **Consulate of the UAE**

48 Princess Gate

London SW7 2QA

☎: +44 2075811281

4. Once you have completed the UAE Embassy attestation, please get the documents attested by the UAE Ministry of Foreign Affairs in Dubai. The cost at the time of printing this attestation procedure is approx. AED 160 per document.

5. Here is a suggested agency which could use to do your attestation the UK:

John Venn & Sons, 95 Aldwych, London WC2B 4JF

Tel: 0044 020 7395 4300.

Fax: 020 739 54310.

Email: [notary@johnvenn.co.uk](mailto:notary@johnvenn.co.uk).

Website: [www.johnvenn.co.uk](http://www.johnvenn.co.uk)

6. If you are already in Dubai (local hire) recommended is an agency who attest documents:  
Index Group, P.O. Box 205793, AL Khaleej Centre, 4<sup>th</sup> Floor, Building 405, Bur Dubai, UAE  
Tel: +971 4 355 0888 Fax: +971 4 351 8954  
Email: [index101@emirates.net.ae](mailto:index101@emirates.net.ae) Website: [www.indexdubai.com](http://www.indexdubai.com)

#### **B) Indian Degree Holders**

1. Documents to be attested by the Ministry of Human Resources Development, Kasturba Gandhi Marg, near India Gate, New Delhi
2. Documents to be attested by the Ministry of External Affairs, Patiala House at Tilak Marg, New Delhi
3. To be attested by the UAE Embassy in New Delhi.
4. To be attested by Ministry of Foreign Affairs in the UAE

#### **D) Canadian Degree Holders**

1. Original & photocopy of educational certificates noted in (1) must be verified at the Notary Public stating on the copy "I verify that this is a true and exact copy of <\_\_\_\_\_ 's>, educational certificates....<high school mark sheet, high school diploma, college / university diploma.....>".
2. Sign your name underneath the Notary Public's statement and have the Notary Public notarize your signature.
3. Write a letter to the Canadian Department of Foreign Affairs and International Trade, stating that you have been offered a job in the UAE and have been requested by your employer to have your document authenticated and request them to send it back to you. Enclose the verified copy of the educational certificates, the required processing fees, postage and an empty stamped, self-addressed A4 stiff backed envelope for return of documents.
4. Write a letter to the UAE Embassy requesting them to authenticate the documents, and to send the documents back to you. Enclose the verified copy of the educational certificates, the required processing fees, postage and an empty stamped, self-addressed A4 stiff backed envelope for return of documents.

#### **US Degree Holders**

##### **PART A**

1. Original & photocopy of educational certificates noted in (1) must be verified at the Notary Public stating on the copy "I verify that this is a true and exact copy of <\_\_\_\_\_ 's>, educational certificates....<high school mark sheet, high school diploma, college / university diploma.....>".
2. Sign your name underneath the Notary Public's statement and have the Notary Public notarize your signature.
3. Call the Secretary of State's Office of the State in which the document was notarized. Tell them you need to have your diploma certified for foreign use to work in the United Arab Emirates and the Secretary of State's Office needs to certify the signature of the notary public. Find out the cost for such service. It will vary from State to State.
4. Mail your documents to the Secretary of State of your State with a letter stating your request. Enclose a certified check or money order for services rendered and a self addressed, stamped envelope.
5. If you live close to your State's Capitol, you may simply show up at the Secretary of State's Office and do this process in person. It is much faster.

##### **PART B**

1. Once you have the documents in hand with the authentication from the Secretary of State of your State, write two more letters. One to the US Dept of State, and one to the UAE Embassy, stating that you have been offered a job in the UAE and have been requested by your employer to have your document authenticated and request them to send it back to you.
2. Go to a U.S. Post Office. You need to pay cash for 2 U.S. postal money orders.
  - a. \$6.00 made out to the U.S. Department of State per signature.
  - b. \$30.00 made out to the United Arab Emirates Embassy

(We recommend that you contact the U.S. Department of State and the UAE Embassy to see if these prices have changed. Phone numbers and web sites are listed below.)

3. Get 3 envelopes from the post master:

- i. Large Express Mail Envelope and address to:

**Authentication Department**  
U.S. Department of State  
518 23<sup>rd</sup> St., N.W.  
State Annex 1  
Washington D.C. 20520  
☎ +1 200 647 5002 / 1 800 333 4636  
☎ + 1 202 663 3636  
✉ [AOPRGSMAUTH@STATE.GOV](mailto:AOPRGSMAUTH@STATE.GOV).  
<http://www.state.gov.m.a.auth/>

- ii. Medium Priority Mail Envelope and address to:

**United Arab Emirates Embassy**  
3522 International Court N.W.  
Suite 400

Washington D.C. 20008  
☎ +1 202 243 2400 / 1 800 823 6911  
📠 + 1 202 243 2595  
<http://www.uae-embassy.org/>  
<http://www.uae-embassy.org/legalization.htm>

iii. Small Express Mail Envelope & addressed to: You at your Home Address.

**Note:**

- a. Put your home address as the return address on all envelopes.
- b. Make sure postage is paid on all three envelopes
- c. Ensure that the correct value of money order has been attached. (Fees may have changed since the printing of this document).

**Part C**

- a) Place your home address envelope, letter C and the \$30.00 money order to the UAE Embassy inside the envelope addressed to the UAE Embassy.
- b) Place this finished envelope inside the larger envelope that is addressed to the U.S State Department. Also insert letter B and the \$6.00 money order.
- c) Mail this package of letters, sit back and relax. Your authenticated diploma should be sent to your home address within three weeks. If you are concerned during this time you may call the State Department of UAE Embassies for an update but both of their service components leaves something to be desired.

Attestations can be done in the UAE if you are already in Dubai (i.e. local hire). We strongly advise you attest your certificates in your home country. The process takes much longer and is costly. Please note there shall be a delay to process your visa application approval as we require attested certificate. If you are unable to attest your documents in your home county please contact the agencies below who shall attest documents on your behalf:

**Index**

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+971 (4) 355 08888/2214866  
[www.indexdubai.com](http://www.indexdubai.com)

**Genius**

Dubai  
+971 (4)224 1255/ (2)552 6822  
[www.geniusattestation.com](http://www.geniusattestation.com)