

CERTIFICATION OF EDUCATIONAL DOCUMENTS

The first step to certify educational documents can be initiated at the British Council office or through a Notary in the UK.

1. British Council

The British Council verifies originals and copies of educational documents issued by UK accredited institutions. Please note that the FCO accepts only **original** documents for legalisation purposes. However, copies of the documents may be acceptable to other authorities.

For the verification, the original educational certificate should be taken to the British Council. If someone else comes to apply on the candidate's behalf, then the certificate holder needs to complete the Data Protection Third Party Consent form (available on our website)

<http://www.britishcouncil.ae/en/study-uk/education-qualification-verification-services>

The British Council will verify that the educational institution is recognised and that the individual named on the certificate was awarded the qualification. To do this, the British Council will contact the relevant institution. A reply is usually received within two weeks, but may take longer. The British Council can only stamp documents if the issuing institution is listed with the recognised accreditation agencies that the British Council uses for guidance.

There is an administration fee of **AED 60** for verification. Please note that if the UK institution requests an additional fee to verify the document, the customer will have to pay this to the institution directly.

When the certificate has been verified by the UK institution, the candidate will be invited to visit the British Council with the original certificate or copy to be stamped.

The verification fee is **AED 200** per stamp.

Documents may be submitted from 9 am to 4 pm from Sunday to Thursday at one of our offices below:

DUBAI

Bur Dubai
Tariq bin Ziad Street
Near Rashid Hospital

ABU DHABI

Villa # 16, Al Qasbah Street
Near Al Bateen Healthcare Centre
Al Bateen

SHARJAH

4th Floor
Omran Towers
King Abdul Aziz Street

Please call the British Council on **600 529 995** or email us on information@ae.britishcouncil.org for further information.

OR

Notary Public (in the UK)

Alternatively, you can send the certificate to a Notary Public (most solicitors' offices in the UK offer this service). The cost for this service will depend upon the individual solicitor's office.

2. The Legalisation Office, Milton Keynes

The signature of the British Council OR the Notary Public then has to be legalised by the Legalisation Office of the Foreign and Commonwealth Office in Milton Keynes, UK. Their address is:

Address for Customers in the UK:	Address for Customers from Overseas:	Telephone Enquiry Line:
Legalisation Office Foreign & Commonwealth Office PO Box 6255 Milton Keynes MK10 1XX	The Legalisation Office Foreign & Commonwealth Office Hanslope Park Hanslope Milton Keynes MK19 7BH	Monday - Friday 12:00-16:00 UK: 037 00 00 2244 International callers: 0044 207 008 5959 E-mail: legalisationenquiries@fco.gov.uk Website: www.fco.gov.uk/legalisation

The documents can be sent by post (we recommend courier or special delivery). These should be delivered during office hours: 09.30-12.30 and 13.30-16.00 Monday to Friday. You should state that the documents are for presentation to the UAE authorities, printing your name and address clearly. You must enclose a stamped returned address envelope with these documents. Your documents will normally be processed and despatched within 10 days.

Please visit their website mentioned above for payment and fee details.

3. UAE Embassy, London

Once the Legalisation office attests your certificate(s), you may wish to collect your documents from their office and transfer these to the UAE Embassy by courier as the FCO-UK does not perform this service. The FCO-UK signature has to be attested at the UAE Embassy in London. The address of the Embassy is:

UAE Embassy
48 Prince's Gate
London, SW7 2QA
Tel no: 0207 808 8306
E-mail: legalisationuk@mofa.gov.ae

The Legalisation Department of the Embassy is open from 9.30am until 1pm, Monday to Friday. Up to date information, such as the current fees, can be found on the Embassy's website, www.uaeembassyuk.net

4. Ministry of Foreign Affairs UAE

Once the FCO-UK signature is attested at the UAE Embassy in London you can take them straight to the Ministry of Foreign Affairs for attestation.

The FCO will not be liable for any inaccuracies in this information. British Nationals wishing to obtain any further information must contact the relevant local authority. The information in this leaflet is provided as a general guide and is based upon information provided to the Embassy by the relevant local authorities and may be subject to change at any time with little or no notice.