

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.

Certificates can be brought in for stamping at one of our offices between 11 am to 4pm on the days mentioned below:

DUBAI

Oud Metha
Tariq bin Ziad Street
Near Rashid Hospital

Stamping days: Mon and Wed

ABU DHABI

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

Stamping days: Mon to Thu

SHARJAH

4th Floor
Omran Towers
King Abdul Aziz Street

Stamping days: Tue and Thu

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:

Postal Address:

Civic
1 Saxon Gate East
Central Milton Keynes
MK9 3EJ

Telephone Enquiry Line:

Monday, Tuesday, Thursday & Friday:

09:00am - 5:15pm

Wednesday: 10:00am – 5:15pm

Telephone: 01908 691691

Website: <https://www.milton-keynes.gov.uk/coin/fco-legalisation-service>

Please visit the following website <https://www.gov.uk/get-document-legalised> regarding the types of Apostilles, costs and how long it takes.

3. UAE Ministry of Foreign Affairs (MoFA)

Once the Legalisation office attests your certificate(s), you may wish to collect your documents from their office and complete the last step of the attestation process.

The Ministry of Foreign Affairs (MoFA) now offers a **Digital Attestation Service** to help streamline and secure the authentication of official documents which covers the digital attestation by both the UAE Embassy in London and UAE Ministry of Foreign Affairs (MoFA)

You may use the following link to know more about how to apply for the service:
<https://www.mofa.gov.ae/en/missions/london/services/attestation-information>

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.