

Attestation Guide for the UAE



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DOCUMENT ATTESTATION GUIDE

Read ALL information provided in this guide to ensure you are completing the appropriate steps and attesting all required documents. Delays in submitting attested documents may impact your immigration and delay departures.

UAE - Attestation Process

In brief, the process of attesting documents is as follows:

- 1. Documents are certified by either a Solicitor or Notary.
- 2. Foreign Commonwealth Office (FCO).
- 3. Legalised by the embassy of the country you are going to.

Countries which we commonly process document attestation are as follows: UAE, Qatar, Kuwait, Oman, Saudi Arabia, Egypt, Vietnam, Philippines. If there is a country not listed, please inform your consultant to see how we can be of help to you.

The legalisation process can be completed by an individual but you will need to set aside 3-5 days as a minimum, (often longer) and it can be stressful and confusing. We recommend that teachers be prepared for a two week process in case of any delays by authorities.

Stating the following in the body of the email to help you process your application faster:

- Your nationality
- Documents to be attested
- Country of destination
- Your telephone number (inc intl code)
- Your email address

Alternatively, contact your consultant to find out about this valuable, time saving, peace of mind service.

What does attestation mean?

Attestation is sometimes also referred to as certification or legalization. Having documents attested confirms the validity of foreign documents to the UAE government.

Why do I need to attest my documents?

In order to process a **visa** for yourself and family members, the government of the United Arab Emirates requires the appropriate foreign documents to be attested by the government in their country of origin.

How do I know what steps to follow to have my documents attested?

This guide has been broken down into country specific instructions to assist you in completing the attestation process. In addition, we provide the contact information of our partner agencies who can attest all the documents for you so that you can sit back and spend time planning your exciting move to the UAE.



What do I do once I have completed the attestation process?

Submit scanned colour copies of your attested degree and teaching license. Scan all pages which show each level of attestation and email them to your International SeekTeachers Consultant. Keep the paper copies of these documents as you are required to bring them with you to the UAE.

Attested copies of documents required to sponsor a spouse or dependent or for medication do not need to be submitted to SeekTeachers; however you will need to bring these documents with you to the UAE. Keep attested copies and originals in a safe place as you will need to bring them with you to the UAE.

IMPORTANT!!!

Attestation is complete once documents have the stamp from the UAE Embassy Attestation of required documents is the responsibility of the candidate



Attested Documents Required for All Candidates

Candidates successfully offered a position in the UAE will be provided with a residence visa. To obtain your residence visa you must attest your highest university degree and your teaching license.

UNIVERSITY DEGREE	
	 Attest a copy of your highest degree – Bachelors, Masters, PHD Specialists Degrees are not recognized in the UAE
TEACHING LICENSE	Attest your most recent/active teaching certification/license

IMPORTANT:

If you are traveling alone to the UAE, your University Degree and Teaching Certificate are the only documents which you will be required to submit.



Attested Documents Required for a Spouse or Dependent(s)

Please see the chart below if you are planning to travel to the UAE with a **spouse and/or dependents** as you will be required to attest additional documents.

ATTESTATION FOR APPLICANTS BRINGING A SPOUSE OR CHILD TO THE UAE		
MARRIAGE CERTIFICATE	 In order to sponsor your spouse on your residence visa, you must attest your marriage certificate/license 	
CHILDREN'S BIRTH CERTIFICATES	 In order to sponsor a child on your residence visa, you must attest their birth certificate Only attest the birth certificates of the children who will be living with you in the UAE 	
DIVORCE DECREE/SPOUSE'S DEATH CERTIFICATE	 Attesting a divorce decree or spouse's death certificate is only required if you are bringing children with you to the UAE 	
LETTER FROM CHILD'S FATHER	 If you are bringing a child with you to the UAE and the child's father will not be living in the UAE a letter from the child's father is required stating he authorizes the mother to sponsor the child(ren) for residence in the UAE. These bolded words must appear in the document. Mother's with full custody must have court documents attested 	

You may find it more cost effective to attest these additional documents along with your highest degree and teaching license. However, attested documents for your spouse, dependents or medications are not required at the interview session.



Attested Documents for Restricted Medication

If you are taking medication, it is recommended that you review the UAE's restricted medication list to ensure you attest appropriate documentation.

ATTESTATION MAY BE REQUIRED TO BRING CERTAIN MEDICATIONS INTO THE UAE		
RESTRICTED MEDICATION	 Check to see if your prescription medication appears on the UAE restricted medication list http://www.uaeinteract.com/travel/drug.asp Contact the UAE Embassy and your doctor to ensure the correct procedures followed 	
You may find it more cost effective to attest these additional documents along with your highest degree and teaching license.		

Country-Specific Attestation Process

The attestation process is dependent on the documents' place of origin. Documents need to be attested by the appropriate **governing bodies** and by the **UAE Embassy** in the **country of their origin**.

For example, if you have a UK teaching license and you are currently residing in the USA, you need to have your teaching license attested by the appropriate governing bodies and UAE Embassy in the UK.

Please be reminded candidates are required to complete **all steps** outlined in the country specific instructions. Attestation is complete once documents have been stamped by the UAE Embassy in the documents place of origin.

IMPORTANT PLEASE BE ADVISED IT IS YOUR RESPONSIBILITY TO ENSURE DOCUMENTS ARE ATTESTED PROPERLY

To avoid any issues, please contact the appropriate governing body, prior to submitting documents to ensure you are sending the correct documents and associated fees.



ATTESTATION THROUGH OUR PARTNER AGENCIES WORLDWIDE

Attesting your documents through our partner agencies allows you to sit back and plan your exciting move to the UAE. Attestation is guaranteed to be completed within a short period and at a reasonable price. Let the professionals take care of it.

Canada



Candidates with documents originating in Canada are encouraged to use INTERNATIONAL DOCUMENTS CANADA (IDC)

SeekTeachers has partnered with IDC to assist SeekTeachers candidates with document attestation process. Based in Ottawa, Canada-IDC offers a reliable and efficient service. http://info.idocscanada.ca/seekteachers/ OR AT SeekTeachers@idocscanada.ca

USA



DOCUMENTS ORIGINATING IN THE USA

Candidates with documents originating in the USA are encouraged to use ProEx Delivery SeekTeachers has partnered with ProEx Delivery to assist SeekTeachers candidates with document attestation process. Based in Washington, D.C. - ProEx Delivery offers a reliable and efficient service

http://www.goproex.com/#!welcome/cws or at SeekTeachers@goproex.com



UK & Republic of Ireland

DOCUMENTS ORIGINATING IN THE UK & Ireland



Attesting your documents in the UK can be a confusing and lengthy process. If you are based in Ireland or the UK, SeekTeachers has join up with a leading company that has offices in the UK and in Dubai to help you get your documents attested securely and

Email your enquiry to uk.attestation@SeekTeachers.com or visit http://www.argentum-llc.com/seek-teachers/

Australia & New Zealand

DOCUMENTS ORIGINATING IN AUSTRALIA & New Zealand



If you are a teacher with documents from Australia or New Zealand and need a top quality service to get the documents notorised contact SeekTeachers partners who can provide you with a highly efficient and reliable service.

Email your enquiry to uk.attestation@SeekTeachers.com or visit http://www.argentum-llc.com/seek-teachers/

South Africa

DOCUMENTS ORIGINATING IN SOUTH AFRICA



If you are a teacher with documents from South Africa and need a top quality service to get the documents notorised contact SeekTeachers partners who can provide you with a highly efficient and reliable service. South African Teachers email sa.attestation@SeekTeachers.com



MANUAL ATTESTATION

If you rather attest the documents yourself without the help of an agency, the process requires the steps listed below. To avoid any issues, please contact the appropriate governing body, prior to submitting documents to ensure you are sending the correct documents and associated fees. Kindly be reminded it is the candidate's responsibility to ensure all appropriate documentation is attested correctly.

Canada

DOCUMENTS ORIGINATING IN CANADA DOCUMENTS ORIGINATING IN CANADA ARE ATTESTED THROUGH THE FOLLOWING STEPS				
	Generally copies of original documents are			
1) Notary Public	attested. Copies of the originals must be			
	signed and sealed by a registered notary.			
	Mail or submit documents in person to the			
2) Foreign Affairs and International Trade	Foreign Affairs and International Trade			
Canada	Canada for attestation.			
	Please visit the following link for further			
	information:			
	http://www.international.gc.ca/about-			
	a propos/attestation-			
	authentification documents.aspx?view=d			
	The UAE Embassy in Canada will attest			
3) UAE Embassy in Canada	documents that originate in Canada and			
	have been notarized and attested by the			
	Canadian Department of Foreign Affairs.			
	In order to attest your University Degree,			
	the UAE Embassy requires a sealed copy of			
	your transcripts to be sent directly from			
	your University.			
	Please visit the following link for further			
	information:			
	www.uae-embassy.ae/ca			



USA

DOCUMENTS ORIGINATING IN THE USA DOCUMENTS ORIGINATING IN THE USA ARE ATTESTED BY THE FOLLOWING STEPS		
	Generally copies of original documents can	
1) Notary Public	be attested. Copies of the originals must be	
	signed and sealed by a registered notary.	
1a)	Candidates with a teaching license or degree	
	originating in Alabama, Delaware, Georgia,	
	Kentucky, Maryland, New York, Ohio	
	Oklahoma, Tennessee must have their	
	documents certified with a County Clerk in	
	this area prior to sending them to the	
	Secretary of State. This only applies for the	
	attestation of the teaching license and	
	highest degree.	
	Generally documents need to be attested	
2) Secretary of State	from their state of origin. Inquire with your	
	local Secretary of State to inquire if they will	
	certify documents issued from a different	
	state – in some cases this is possible.	
	Submit documents and request the	
	attestation/certification which is appropriate	
	for documents to be used in the UAE, this	
	attestation is NOT an apostille. Advise you	
	have a contract for employment in the UAE	
	and require your documents to be	
	appropriately certified.	
	Please visit the link below for contact details	
	for each Secretary of State:	
	http://www.e-secretaryofstate.com/	
	Submit documents to the US State	
3) US Department of State –Attestation	Department for attestation.	
Division	Important: If you choose not to send	
	documents through ProEx, have documents	
	returned to you directly, not sent to the UAE	
	Embassy. This ensures the documents are not	



	lost in transit and have been properly processed. Please visit link below for further information: http://www.state.gov/m/a/auth/
4) UAE Embassy in the USA	Submit documents along with the items listed below to the UAE Embassy in Washington DC for the final attestation. Please visit the following website for further information: http://www.uaeembassy.org/embassy/consulate-services/legalization-of-documents

a) Diploma accompanied by a **print out** from the U.S. Department of State showing your University is accredited.

Please visit the following website to search for your University/College http://ope.ed.gov/accreditation/Search.aspx

- b) Money order/cashier's check with the appropriate fee, payable to **The Embassy of the United Arab Emirates.**
- c) If you send your documents, please include a pre-paid self addressed return



DOCUMENTS ORIGINATING IN THE UK ARE ATTESTED BY THE FOLLOWING STEPS 💋

1) Certification with Notary Public or Solicitor

Generally copies of original documents can be attested. Please have the notary public/solicitor complete the following steps:

- a) The notary public/solicitor will sign that the copy of your documents are a true copy of the original
- b) The notary public/solicitor will sign your documents with their personal signature in ink (not the company signature) and clearly print their name under the signature.
- c) The date of certification should appear on the document.
- d) The document must also have the notarial seal stamped or embossed on the document if the notary public is from England, Wales or Northern Ireland. The seal/stamp is not a requirement for certification in Scotland; however they may use it on your documents.

2) Foreign & Commonwealth Office for legalization

Submit documents to the FCO office in London or the Irish Ministry of Foreign Affairs depending on the origin or your documents for legalisation.

The FCO will legalise certificated document(s) submitted by post.

Please see the following link for further information: http://www.fco.gov.uk/en/about-us/what-we-do/services-we-deliver/legal-services/Legalisation/

Please **print** and complete the Legalisation Application Form from the FCO website. Complete all fields on the application or your application will be rejected. Post your application form, documents and payment (£30.00 per document) in an A4 envelope.

Teachers who are overseas, not living in the UK at this time should visit this page; http://www.fco.gov.uk/en/about-us/what-we-do/services-we-deliver/legal-services/Legalisation/030-Links/Overseas-Customer-Address



Irish Ministry of Foreign Affairs- Please visit the following website for further information: http://foreignaffairs.gov.ie/home/index.aspx?id=268

3) UAE Embassy in London - Cultural Attaché Division -

Submit documents to the UAE Embassy in London -Cultural Attache Division.

Please visit the website below for further information. Click on the menu item "Legalisation".

http://www.uaeembassyuk.net/

Republic of Ireland



	Generally copies of original documents can be attested.	
1) Notary Public	Copies of the originals must be however signed and sealed	
	by a registered notary.	
	Please note – having documents signed at the police	
	station is not sufficient and will not be recognized for steps	
	2 & 3	
	Submit documents to the Department of Foreign Affairs.	
2) Department	Please visit the following website for further information:	
	http://www.dfa.ie/home/index.aspx?id=268	
Foreign Affairs		
Dublin		
	Submit documents to the Arab-Irish Chamber of	
3) Arab-Irish Chamber of Commerce –	- Commerce	
Dublin / UAE Embassy	Please visit the following website for further information:	
	http://www.jaicc.ie/contact	
	Here your documents will be sent directly to the UAE	
	Embassy in Dublin for final attestation.	

Australia

DOCUMENTS ORIGINATING IN AUSTRALIA ARE ATTESTED BY FOLLOWING STEPS





1) Notary Public	Generally copies of original documents can be attested. Copies of the originals must be however signed and sealed by a registered notary.	
2) Department of Foreign Affairs & Trade	Submit documents to the Department of Foreign Affairs and Trade for attestation. Please visit the following website for further information http://www.smartraveller.gov.au/authen.html	
3) UAE Embassy in Australia	Submit documents to the UAE Embassy in Australia. Please visit the following link for information: http://uae-embassy.ae/Embassies/au/Content/776	

New Zealand

	Generally copies of original documents can be attested.
1) Notary Public	Copies of the originals must be however signed and sealed
	by a registered notary.
	Submit documents to the Department of Internal Affairs.
2) Department of Internal Affairs	Once attested with the Department of Internal Affairs they
	will be passed on for attestation by Ministry of Foreign
	Affairs & Trade – then returned to you.
	Please visit the following website for further details:
	http://www.dia.govt.nz/Services-Document-Attestation-
	Index#CategoryA
	Submit documents to the UAE Embassy in Australia – the
3) UAE Embassy in Australia	UAE does not have an Embassy in New Zealand.
	Please visit the following link for further information:
	http://uae-embassy.ae/Embassies/au/Content/776

South Africa







Depending on the document, there are very specific steps for attestation. Generally copies of the required documents are notarized, the sent through to complete the attestation process. The following website provides information and contact details so the attestation process can be completed properly. http://www.dfa.gov.za/consular/legalisation.htm

Documents will require an apostille and receive final attestation at the South African UAE Embassy.

FREQUENTLY ASKED QUESTIONS ABOUT ATTESTATION

Once I have my documents attested do I submit them to Seekteachers?

Please scan and send electronic copies of your attested documents to your International SeekTeachers consultant. Your consultant will forward them to THE UAE. Keep your attested documents in a safe place – they need to be brought with you to the UAE.

Where can I find a notary?

You can find a Notary Public by checking a telephone directory.

What is the difference between a foreign use stamp and an apostille?

Different types of attestation are required for different countries. An apostille is not the correct attestation. The UAE requires regular attestation, often referred to as a **foreign use stamp**. If the Secretary of State is unfamiliar with the term foreign use stamp, please advise you have a contract for employment in the UAE and require your documents to be appropriately certified.

Do I need to have my transcripts attested?

No. Transcripts are not attested; however Canadians must submit sealed transcripts to the UAE Embassy in order to have their highest degree attested.

Will my Specialist Degree be recognized as my highest degree received?

No. The UAE only recognizes Bachelor's, Master's and Doctorate degrees.

Do I need to attest my birth certificate or my husband's birth certificate?

No. Only attest the birth certificate(s) of your child(ren) who will be living with you in the UAE.

My medication is not on the restricted list; do I need to attest anything?

If your medication is not on the restricted list it should be fine to bring it with you into the UAE. However you should always bring your doctor's prescription when travelling with medication. If you are unsure about any medications you are taking- please call the UAE Embassy to double check.

http://www.uaeinteract.com/travel/drug.asp



Can I attest a copy of an original document? Generally copies of originals, which have been notarized/certified by a notary, can be attested. Please call the different government bodies to ensure this is acceptable prior to starting the process.

Can I travel with my child(ren), without the child(ren)'s other parent?

Yes, however you need to bring a letter of permission from the other parent or the full custody document. Woman bringing their child(ren) into the UAE without the father need to have an attested letter from the father stating "authorizes the mother to sponsor the child(ren) for residence in the UAE" and/or have attested full custody documents.

I live in Texas and have a diploma from New York, can the Secretary of State in Texas attest my document? Generally, documents need to be attested from their state of origin; however in some cases out of state documents can be attested. Please call the Secretary of State where you are residing and inquire. If they are unable to attest it, you must mail your document to the Secretary of State from where the document originates.

I have a marriage certificate from a country outside of where I am currently residing – how do I get this document attested?

Call the Embassy associated with the county from which your marriage certificate originates – inquire whether attestation is possible out of country. If it is not possible, you may want to consider obtaining a marriage certificate from the country you are currently residing.

How long does the attestation process take?

The entire process can take 5 days and up to 6 weeks – get started as soon as possible!

Where can I get more information about the attestation process?

Please use the partner links provided on page 6-7 in the Attestation Guide to assist you.

Will I be reimbursed for any costs associated with document attestation?

No, any expenses incurred are the candidate's responsibility.

Contact Directory

Government	Website	Mailing address Telephone Contact	
Department		*In person submissions may	
		have different address	
Foreign Affairs and	http://international.	The Department of Foreign	1-800-267-8376
International Trade	gc.ca/about-	Affairs, and International Trade	
Canada	a_propos/attestatio	(DFAIT), Attestation and	
	<u>n-</u>	Service of Documents Section	
	authentification doc	(JLAC) 125 Sussex Drive,	
	uments.aspx?view=d	Ottawa, Ontario, Canada, K1A	
		0G2, Tel. No. 613-995-0119 In-	
		person Drop Off: The	



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UAE Embassy Canada	http://www.uae- embassy.ae/Embassi	Department of Foreign Affairs, and International Trade (DFAIT), Attestation and Service of Documents Section (JLAC) 111 Sussex Drive, Ottawa, Ontario Walk-in Hours: Monday to Friday 10:30 AM – 12:00 PM and 2:00-3:00 PM Consular Section - UAE EMBASSY	1-613-565-7272	
Canada	es/ca	125 Boteler St. Ottawa, ON K1N 0A4		
Secretary of State	http://www.e-secretaryofstate.com	View website for specific details	View website for specific details	
US Department of State	http://www.state.go v/m/a/auth/	U.S. Department of State Attestations Office 518 23rd Street, NW SA-1 Columbia Plaza Washington, DC 20520	1-202-647-7039	
UAE Embassy USA	http://www.uae- embassy.org/embass y/consulate- services/legalization- of-documents	Embassy of the United Arab Emirates 3522 International Court, NW Suite 100 Washington, DC 20008	1-202-243-2415	
ProEx Delivery	http://www.goproex	5185 MacArthur Boulevard NW, #710, Washington DC	1-202-298-6550	
Help finding a Notary UK	nding a Notary Public/Solicitor in the Solicitors i		olicitors in England and Wales: http://www.lawsociety.org.uk/home.law Notaries Public in England and Wales:	
		http://www.facultyoffice.org.uk/Notaries1.html Solicitors and Notaries Public in Scotland: http://www.lawscot.org.uk/		
		Solicitors and Notaries Public in N	orthern Ireland:	



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		http://www.lawsoc-ni.	org/
		TILLD.// www.lawsoc-III.org/	
Foreign &		Legalisation Office	44-3700-00-22-44
Commonwealth	http://www.fco.gov.	Norfolk House West	11 3700 00 22 11
Office – UK	uk/en/about-	437 Silbury	
Office OK	us/what-we-	Boulevard	
	do/services-we-	Milton Keynes	
		MK9 2AH	
	deliver/legal-	IVIK9 ZAH	
	services/Legalisation		
	L		
HAE Employee	http://www.accell	Fuch assurable ties	44 20 7504 4204
UAE Embassy	http://www.uaeemb	Embassy of the UAE	44-20-7581-1281
UK	assyuk.net/	30 Princess Gate	
		London, SW7 1PT	
Department of	http://www.dfa.ie/h	Consular Section	01-408-2174
Foreign Affairs -	<pre>ome/index.aspx?id=2</pre>	Department of	
Republic of Ireland	<u>68</u>	Foreign Affairs	
		80 St. Stephen's	
		Green	
		Dublin 2	
		Munster Area –	
		Consular Services	
		Department of	
		Foreign Affairs	
		1A South Mall	
		Cork	
Arab-Irish Chamber	http://www.jaicc.ie/c	60 Merrion Square,	353-1-622-4451
of Commerce	ontact	Dublin 2 Ireland	
Department of	http://www.dfat.gov.	Queensland	61 2-6261-1111
Foreign Affairs &	au/contacts.html	Consular Section	
Trade –	http://www.smartrav	Department of	
Australia	eller.gov.au/authen.	Foreign Affairs	
	html	GPO Box 879	
	Titalii.	Brisbane, QLD, 4001	
		Victoria	
		Australian Passport	
		Office (Notarial Unit)	
		Office (Notarial Unit)	



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		Level 13, Casselden	
		Plae	
		2 Lonsdale Street	
		(Corner Spring	
		Street)	
		Melbourne, VIC 3000	
UAE Embassy –	http://uae-	Embassy of the UAE	61 2-6286-8802
Australia	embassy.ae/Embassi	12 Bulwarra Close,	
	es/au/Content/776	O'Malley, ACT 2606	
		Australia	
Department of	http://www.dia.govt.	Attestation Unit,	0800-872-675
Internal Affairs –	nz/Services-	Department of	
New Zealand	Document-	Internal Affairs, PO	
	Attestation-	Box 805, Wellington	
	Index#CategoryA	6140	
South African – UAE	http://www.dfa.gov.	South Africa – UAE	27-12-34-277-36
Embassy	za/consular/legalisati	Embassy	
	on.htm	Pretoria 992, Arcadia	
		St, Arcadia 0083,	
		Pretoria, South Africa	