



# The American Baccalaureate School

## Instructions for Authenticating Degrees

All newly hired US faculty and staff are required to have all BA/MA/PhD Degrees authenticated prior to arriving in Kuwait. In all cases your BA degree must be authenticated. Proof of authentication is required prior to departing from the US, as legal residency and work permits cannot be obtained without such authentication. All Steps below can be completed by mail if necessary.

### Section A

#### STEP ONE

Obtain from the registrar of the university an official true copy of your Diplomas bearing the seal of the university. The registrar should then execute an affidavit attesting to the validity of the document before a notary public in the registrar's office or elsewhere at the university. (See enclosure 1). At this time, you should visit [www.studentclearinghouse.org](http://www.studentclearinghouse.org) and apply for a verified certificate as you will need this later in the process. (See enclosure 2).

**Note:** Frequently the business office of colleges and universities has notaries public.



#### STEP TWO

After completing Step One above, transmit the document to the clerk of court of the county where in the notary was licensed or commissioned to obtain a notarial certificate suitable for use abroad. (See enclosure 3).



#### STEP THREE

Transmit the documents obtained in Steps 1 and 2 above to the State Notary Public Administrator for application of the State seal. The State Notary Public Administrator will affix a state authentication certificate. (See enclosure 4).



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## STEP FOUR

Transmit the documents obtained in Steps 1 to 3 above to the Authentications Office of the Department of State Notary Public Administrator following their instructions contained on their website at [www.state.gov/m/a/auth/](http://www.state.gov/m/a/auth/) The Authentications Office will provide a certificate. (See enclosure 5).



## STEP FIVE

In order to obtain the authentication of the US Department of State Seal at the Kuwait Embassy, transmit the documents obtained in Steps 1 and 4 above. You will also need to include sealed transcripts, a photocopy of each, a copy of your passport, your verified certificate from the National Student Clearinghouse and self-addressed postage paid envelope. The fee is \$25.00 per document paid by money order (See enclosure 6).

### Consular Jurisdiction:

Alabama – Connecticut – Delaware – District of Columbia – Florida – Georgia – Illinois – Indiana – Kentucky – Maine – Maryland – Massachusetts – Michigan – New Hampshire – New Jersey – New York – North Carolina – Ohio – Pennsylvania – Rhode Island – South Carolina – Tennessee – Vermont – Virginia – West Virginia – Wisconsin.

The address is:

**Kuwait Embassy**  
**2940 Tilden Street, NW**  
**Washington DC 20008**  
**Telephone: (202) 966-0702 Ext 93044**  
**Fax: (202) 364-2868**  
**Email: [Washington@mofa.gov.kw](mailto:Washington@mofa.gov.kw)**



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## **Consular Jurisdiction:**

Alaska – Arizona – Arkansas – California – Colorado – Hawaii – Idaho – Iowa – Kansas – Louisiana – Minnesota – Missouri – Montana – Nebraska – Nevada – New Mexico – North Dakota – Oklahoma – Oregon – South Dakota – Texas – Utah – Washington – Wyoming.

The address is:

**General Consulate of the State of Kuwait**  
**1801 Avenue of the Stars, Suite 1010**  
**Los Angeles, CA 90067**  
**Telephone: (310) 556-0300**  
**Fax: (310) 556-0400**  
**E-Mail: [info@kuwaitconsulate.org](mailto:info@kuwaitconsulate.org)**

The Kuwait Embassy will affix a stamp and seal to the reverse of the State Authentication Certificate. (See enclosure 7).

## **Section B**

### **Universities located in Washington DC**

#### STEP ONE

Obtain from the registrar of the university an official true copy of your Diplomas bearing the seal of the university. The registrar should then execute an affidavit attesting to the validity of the document before a notary public in the registrar's office or elsewhere at the university. (See enclosure 1) At this time you should visit [www.studentclearinghouse.org](http://www.studentclearinghouse.org) and apply for a verified certificate as you will need this later in the process. (See enclosure 2).





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## STEP TWO

Now proceed to the District Building, 717 14th Street NW, Room 230 to obtain a formal notarial certificate for foreign use.



## STEP THREE

Transmit the documents obtained in Steps 1 to 2 above to the Authentications Office of the Department of State Notary Public Administrator following their instructions contained on their website at [www.state.gov/m/a/auth/](http://www.state.gov/m/a/auth/). The Authentications Office will provide a certificate. (See enclosure 5).



## STEP FOUR

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I understand that I am required to authenticate my degree(s) within 30 days of the date signed below and that I must scan and email a copy of the degree authentication to ABS within this timeframe. Should you not be in a position to meet this timeframe then you are to inform, via email, the ABS HR Manager the reason for the delay.

I also understand that a Kuwait work permit and residency cannot be obtained without the authentication of both the US State Department and the Embassy of the State of Kuwait in Washington DC.

Employee Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### Enclosures:

1. True copy of Diploma signed by the Registrar and Notary.
2. Student Clearinghouse Certificate.
3. Certificate of Notary Filing.
4. State Authentication Certificate.
5. Department of State Notary Public Administrator Certificate.
6. Embassy of the State of Kuwait, Washington DC letter regarding authentication.
7. Stamp affixed by the Embassy of the State of Kuwait, Washington DC.