Updated by KD Sep 3, 2025

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 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).

The American Baccalaureate School

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/ 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

The American Baccalaureate School

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

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 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/ The Authentications Office will provide a certificate. (See enclosure 5).

STEP FOUR

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 3 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).

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Fax: (202) 364-2868
Email: Washington@mofa.gov.kw

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

The American Baccalaureate School

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.

Enclosure 1

Minnesota State University

Minnesota State University, Mankato

upon the recommendation of the faculty
has conferred upon

the degree of

Bachelor of Arts

Summa Cum Laude

Given at Mankato, Minnesota, this twenty-eighth day of July, 2006.

Chair, Board of Trustees
Minnesota State Colleges & Universities

A MEMBER OF THE MINNESOTA STATE COLLEGES

President

This will certify that received a Bachelor of Arts Degree with majors in English: Literature and Spanish and a minor in Geography dated July 28, 2006.

Certified to be a true and accurate copy. _____
Marcius R. Brock, Interim Registrar

Subscribed and sworn to before me on January 15, 2010. _____

DEBORAH KAY SPRENG
Notary Public-Minnesota
My Commission Expires Jan 31, 2012

Enclosure 2

National Student Clearinghouse®
2300 Dulles Station Blvd., Suite 300, Herndon, VA 20171
PH (703) 742-4200 FX (703) 318-4058
www.studentclearinghouse.org
© 2011 National Student Clearinghouse. All rights reserved.

DegreeVerify Certificate

Transaction ID#:

Requested by:

Date Requested: /04/2012 18:54 EST

Date Notified: /04/2012 18:55 EST

Status: Confirmed

Fee: $9.95

INFORMATION YOU PROVIDED

Subject Name: K
First Name Middle Name Last Name

Name Used While Attending School:
(if different from above)
First Name Middle Name Last Name

Date of Birth:
mm/dd/yyyy

School Name: UNIVERSITY OF CENTRAL MISSOURI

Attempt To: Verify a degree.

INFORMATION VERIFIED

Name On School's Records:

Date Awarded: 05/08/2004

Degree Title: BACHELOR OF

Official Name of School: UNIVERSITY OF CENTRAL MISSOURI

Major Course(s) of Study
(and NCES CIP Code, if available):

Dates of Attendance: to

All information verified was obtained directly and exclusively from the individual's educational institution. The Clearinghouse disclaims any responsibility or liability for errors or omissions, including direct, indirect, incidental, special or consequential damages based in contract, tort or any other cause of action, resulting from the use of information supplied by the educational institution and provided by the Clearinghouse. The Clearinghouse also does not verify the accuracy or correctness of any information provided by the requestor.

Enclosure 3

ATE OF MINNESOTA

COUNTY OF BLUE EARTH

CERTIFICATE OF NOTARY

PUBLIC RECORDING

Certificate of Notary Filing

I, Patty O'Connor, Director in and for said County, do hereby certify that Deborah Kay Spreng is duly appointed a Notary Public in and for said County and State; that her Commission as Notary Public is recorded in the office, that it is dated October 8, 2007 and will expire on January 31, 2012; that she is duly authorized to administer oaths, take acknowledgements and do other acts authorized by said commission.

WITNESS, my hand and official seal at Mankato, Minnesota, on the 19th day of January, 2010.

Roseanne Cline

Deputy

4/05
N:/Elections/Notary

Enclosure 4

State of Minnesota

SECRETARY OF STATE

CERTIFICATE OF OFFICE

I, Mark Ritchie, Secretary of State of Minnesota, do certify that: The person listed below, whose signature appears on the attached document, held the office set forth below and that the person was duly qualified and empowered to hold that office and to perform all of the functions of that office on the date the attached document was signed.

NAME OF SIGNING PERSON: Roseanne Cline

OFFICE HELD: Deputy Director, County of Blue Earth, State of Minnesota

DATE DOCUMENT WAS SIGNED: January 19, 2010

This certificate has been issued on: January 22, 2010

Mark Ritchie

Secretary of State.

Enclosure 5

10016539-1

United States of America

DEPARTMENT OF STATE

To all to whom these presents shall come, Greetings:

I Certify That the document hereunto annexed is under the Seal of the State(s) of Minnesota, and that such Seal(s) is/are entitled to full faith and credit.*

In testimony whereof, I, Hillary Rodham Clinton, Secretary of State , have hereunto caused the seal of the Department of State to be affixed and my name subscribed by the Assistant Authentication Officer, of the said Department, at the city of Washington, in the District of Columbia, this fifth day of March, 2010.

Hillary Rodham Clinton
Secretary of State

By Joan C. Hampton
Assistant Authentication Officer,
Department of State

Issued pursuant to CHXIV, State of Sept. 15, 1789, 1 Stat. 68-69; 22 USC 2657; 22USC 2651a; 5 USC 301; 28 USC 1733 et. seq.; 8 USC 1443(f); RULE 44 Federal Rules of Civil Procedure.

For the contents of the annexed document,the Department assumes no responsibility

This certificate is not valid if it is removed or altered in any way whatsoever

Enclosure 6

بسم الله الرحمن الرحيم

EMBASSY OF THE STATE OF KUWAIT
2940 TILDEN STREET, N.W.
WASHINGTON, D.C. 20008

سفارة دولة الكويت
واشنطن

Requirements for Authentication of Diplomas for non Kuwaitis

To authenticate Diplomas, the applicant has to provide the Embassy with a sealed transcript as well as verified certificate from the National Student Clearinghouse at www.studentclearinghouse.org. These documents have to be presented with the Diplomas for which authentication is requested.

1- **Original Diploma has to be attested by the U.S. State Department in Washington, DC. – Telephone number: 202-647-5002**
2- **Fees of $25.00 in cash or money order payable to "Embassy of the State of Kuwait". Personal checks are not accepted.**
3- **Copy of applicant's valid passport.**
4- **Prepaid self addressed return envelope.**

Diplomas that do not meet the above requirements will be returned .

Authentication Department
04/2011

Enclosure 7

دون أدنى مسئولية من قبل السفارة
عن محتويات الوثيقة

Seen at the Embassy of Kuwait in Washington for the attestation of the Signature

شوهد في سفارة دولة الكويت بمدينة واشنطن للتصديق على توقيع

Hillary Clinton

and stamp of US Department of State وخاتم

No. 3633/2009 ٣٦٣٣/٢٠٠٩ الرقم

Date 7/21/2009 ٢١/٧/٢٠٠٩ التاريخ

CONSUL القنصل

State of Kuwait دولة الكويت

D07040538 Kuwaiti Dinar 5 دينار كويتي

Consular Section - Embassy of the State of Kuwait - Washington

صالح محمد الفيلكاوي

Saleh M. Al-Faylakawi