PINEWOOD AMERICAN INTERNATIONAL SCHOOL · OFFICE OF THE PRINCIPAL

CERTIFICATE OF EQUIVALENCE

AND GRADE CONVERSION

Documents required for the certificate of equivalence and grade conversion through which Pinewood students completing the **American High School Diploma** receive official **equivalency to the Greek Apolytirio**, valid for all legal and academic purposes within Greece.

ELIGIBILITY REQUIREMENT

To apply, students must have taken **Greek Language & Literature** and **Greek History** in **every year of high school, Grades 9 through 12**.

THE TWELVE REQUIRED DOCUMENTS

01 Application or authorization
02 Original foreign school diploma
03 Official translation of the diploma
04 Authentication of lawyer's signature
05 Authentication — Apostille
06 Cultural Attaché certificate
07 Overall grade and grading scale
08 Verification of Attaché's signature
09 Solemn declaration
10 National ID card or passport
11 Proof of residence
12 Issued only once

IMPORTANT

The certificate is issued **only once**. Applicants submit only a certified photocopy of it to each agency, never the original. A special note applies to **Albania and Georgia**.

For questions about the required documents and the process, please contact the **High School Office** and the staff member in charge, **Ms. Petroula Rosiou**, at **rosiou@pinewood.gr**.

01 APPLICATION & DIPLOMA
02 OFFICIAL TRANSLATION
03 AUTHENTICATION
04 EMBASSY CERTIFICATES
05 IDENTIFICATION

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REQUIRED DOCUMENTS

The following documents are required for the certificate establishing the equivalency of the American High School Diploma to the **Greek Apolytirio**, under the equivalence and grade conversion procedure for secondary school leaving diplomas (General Education) issued by foreign schools.

ELIGIBILITY REQUIREMENT

To apply, students must have taken **Greek Language & Literature** and **Greek History** in **every year of high school, Grades 9 through 12**.

01 Application submitted by the applicant, or a signed authorization.

02 Submission of the foreign school's diploma **(original)**.

03 **Official translation** of the diploma by a Greek authority — the Ministry of Foreign Affairs, a Greek consular authority located in the diploma's country of origin, or an authorized lawyer who knows the language.

04 Authentication of the lawyer's signature by the **Bar Association**.

05 The original diploma, officially authenticated in one of the following ways:

a. With the **Hague Apostille (APOSTILLE)**, for European Union member states and the other signatory countries.

b. By a **Greek Diplomatic Authority** located in the diploma's country of origin.

06 A certificate from the **Cultural Attaché** of the Embassy or Consulate of the country whose schools the student attended, stating that the applicant's secondary general education report card or diploma entitles them to enroll in a middle school (Gymnasium), high school (Lyceum), or university or technical institute in their country of origin **(official translation)**.

07 If the diploma **does not state an overall grade**, the applicant must submit a certificate from the Cultural Attaché of the Embassy or consular authority of the diploma's country of origin, specifying the grade, or the courses taken into account, for the diploma's grade point average. The certificate must also state **the grading scale** under which the diploma was issued — Highest grade = ? and Passing grade = ? **(official translation)**.

08 For **documents no. 5 and 7**, the signature of the foreign Embassy's or consular authority's Cultural Attaché must be verified as authentic by the **former Ministry of Macedonia & Thrace, Department of International Relations**. The same applies to any other attached document certified by the Embassy or Consulate.

09 A **solemn declaration** stating that the applicant has not previously received an equivalence from another authority.

10 Identification documents:

a. National ID card or passport.

b. Passport or residence permit **(for foreign nationals)**.

11 **Proof of residence** — an electricity (DEI), telecom, or water bill, or another document confirming the applicant's home address.

12 The certificate **is issued only once** and is never submitted by the applicant to any agency — only a **certified photocopy** of it is submitted.

ATTENTION — ALBANIA AND GEORGIA

For **Albania** and **Georgia** specifically, the diploma must be authenticated **only by the Greek Embassy in that country**.

APOSTILLE IN THE UNITED STATES

A **Delaware** company that handles notarization and Apostille services for academic, personal, family, and business documents:
https://www.onesourceprocess.com/delaware-apostille/