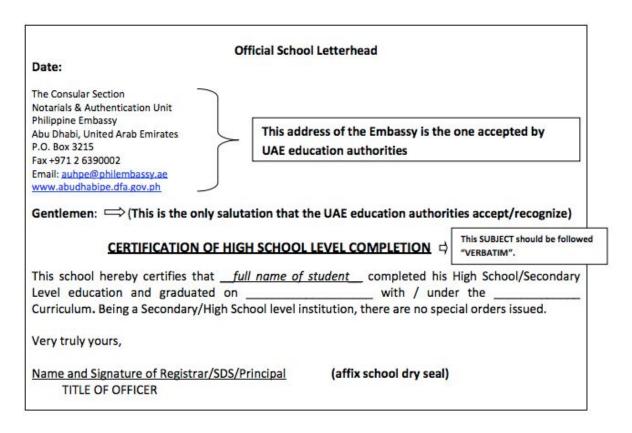
Certificate of Equivalency

For High School:

- 1. Request a letter of certification from your school certifying the following:
- (A) High School Education Completion
- (B) date of graduation
- (C) Years of Basic Education completed
- 2. The letter should be drafted and finalized as instructed by the Ministry of Education. The template below should be followed strictly or the letter will not be accepted:



- 3. Only the original letter from the school/DEPED Office will be endorsed by the Embassy. Please note that all letters must be properly sealed in the institution/s' official envelope and sent directly by the Philippine-based school/university/ institution to the Philippine Embassy through a trusted postal registered mail or courier. Please refrain from submitting or sending hand-carried /personally addressed letters, as this could be a ground for non-issuance of an endorsement letter by the Embassy.
- 4. Get the Courier's tracking number to monitor the documents. Once the Embassy has received it, you may claim and process the document/s at the Notarial Section, send an e-mail to abudhabipe.notarial@dfa.gov.ph. After 3-5 days upon payment, you may claim the endorsement letter and bring it to the Ministry of Higher Education or coordinate with the Ministry's third party verifier.
 - Please take note that the letter from the school is only valid for six (6) months from the date of issuance.