

Certificate of Equivalency

For College:

1. Request a letter of certification from your school certifying the following:

(A) degree granted

(B) date of graduation

(C) Special Order Number granted to the concerned student or the reason why student was exempted from issuance of a Special-Order Number, and other details as specified in the template below.

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:

Official School Letterhead	
Date:	
The Consular Section Notarials & Authentication Unit Philippine Embassy Abu Dhabi, United Arab Emirates P.O. Box 3215 Fax +97126390002 Email: auhpe@philembassy.ae www.abudhabipe.dfa.gov.ph	This address of the Philippine Embassy is the one accepted by UAE education authorities
Gentlemen: → (This is the only salutation that the UAE education authorities accept/recognize)	
<u>CERTIFICATION OF COMPLETED DEGREE AND SPECIAL ORDER</u> →	This SUBJECT should be followed "VERBATIM" – with or without S.O.
This school hereby certifies that <u>full name of student</u> first enrolled for the program of the degree of _____ during the (1 st , 2 nd , or 3 rd) Semester/Trimester of Academic Year _____ and graduated on _____ with special order No. _____ issued by _____ on _____ (or state the reason why no Special Order was issued). Mr. /Ms. _____'s mode of study for the aforementioned degree was as a (full time/part time/distance study/e-learning) student. Mr. /Ms. _____ entered into the aforementioned programme with a <u>high school/senior high school/university certificate/diploma</u> from <u>name of high school</u> .	
The degree of _____ offered by this institution has a (courses only/courses plus thesis) program structure. This degree is given a Level _____ accreditation by <u>full name of accrediting agency (plus initials)</u> in the Philippines. Further, graduates from this degree program are <u>required/not required</u> to take a <u>licensure examination/(name of licensure examination)</u> administered by the Professional Regulatory Commission (PRC) of the Republic of the Philippines prior to practicing their obtained degrees in the Philippines.	
Very truly yours,	
<u>Name and Signature of School Registrar</u> (affix school dry seal)	
SCHOOL REGISTRAR	

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 of the following:

- ❖ The letter from the school is only valid for six (6) months from the date of issuance.
- ❖ The use of registered postal mail is discouraged as most letters are being sent back to sender due to lack of information and difficulties in tracking documents.
- ❖ Using commercial couriers is encouraged for faster delivery and ease of electronic access to track/trace documents.