


## 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:

<b>Official School Letterhead</b>	
<b>Date:</b>  The Consular Section Notarials & Authentication Unit Philippine Embassy Abu Dhabi, United Arab Emirates P.O. Box 3215 Fax +971 2 6390002 Email: <a href="mailto:auhpe@philembassy.ae">auhpe@philembassy.ae</a> <a href="http://www.abudhabipe.dfa.gov.ph">www.abudhabipe.dfa.gov.ph</a>	 <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"><b>This address of the Embassy is the one accepted by UAE education authorities</b></div>
<b>Gentlemen:</b> ⇨ (This is the only salutation that the UAE education authorities accept/recognize)	
<b><u>CERTIFICATION OF HIGH SCHOOL LEVEL COMPLETION</u></b> ⇨	
<div style="border: 1px solid black; padding: 2px; font-size: small;">This SUBJECT should be followed "VERBATIM".</div>	
This school hereby certifies that <u>full name of student</u> completed his High School/Secondary Level education and graduated on _____ with / under the _____ Curriculum. Being a Secondary/High School level institution, there are no special orders issued.	
Very truly yours,	
<u>Name and Signature of Registrar/SDS/Principal</u> TITLE OF OFFICER	<b>(affix school dry seal)</b>

3. Only the original letter from the school/DEPED Office will be endorsed by the Embassy. All letters must be sent directly by the institution to the Philippine Embassy through postal registered mail or courier. Hand-carried or personal addressed letter will be rejected and the Embassy will not issue the endorsement letter.

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. After 3-5 days upon payment, you may claim the endorsement letter and bring it to the Ministry of Higher Education.

- ❖ Please take note that the letter from the school is only valid for six (6) months from the date of issuance.