

UNITED ARAB EMIRATES
MINISTRY OF HIGHER EDUCATION
& SCIENTIFIC RESEARCH



الإمارات العربية المتحدة
وزارة التعليم العالي
والبحرث العلمي

**Certificate Equivalency Department
Section of Equivalency**

***(Equaling the certificates issued by the institutions
of higher education outside the UAE)***

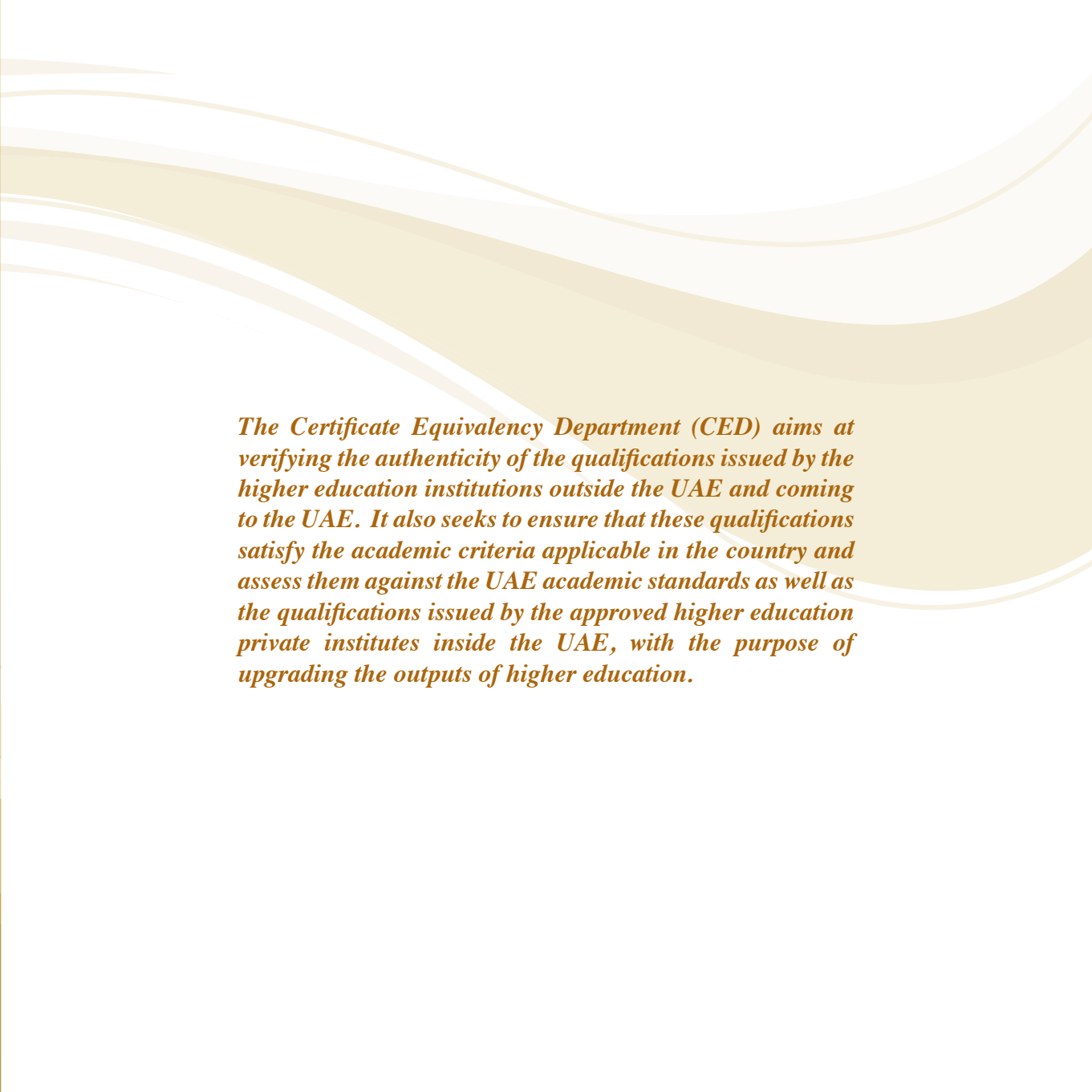


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The Mission of the Department



The Certificate Equivalency Department (CED) aims at verifying the authenticity of the qualifications issued by the higher education institutions outside the UAE and coming to the UAE. It also seeks to ensure that these qualifications satisfy the academic criteria applicable in the country and assess them against the UAE academic standards as well as the qualifications issued by the approved higher education private institutes inside the UAE, with the purpose of upgrading the outputs of higher education.



Introduction

The human element is critical in community progress and is considered as its sustainable capital. Hence, developed countries are distinguished with dedicating the biggest portion of their income toward education and scientific researchers. They encourage and send students to learn in other countries in order to acquire distinctive education and qualifications which are not available inside the country, and to be familiar with cultures and civilizations of other societies.

The CED has been initiated by the Ministry in order to identify the internationally recognized higher education institutions in world countries. It is also intended to verify the validity and authenticity of documents incoming to the UAE, and to academically evaluate those qualifications. CED is the officially and legally authorized body to handle different academic qualifications issued from various countries.

It represents the gate through which all academic qualifications enter the UAE. CED assumes an extremely significant role as it gives students relevant information about institutes they plan to join in terms of recognition, the specializations they offer and the academic system applied for achieving equalization of the degree or certificate. All this information is readied by CED before the students do actually approach those institutes.



CED functional duties

1. Equaling the certificates issued by the institutions of higher education outside the UAE.
2. Attesting the qualifications and documents issued by UAE approved higher education private institutes.
3. Developing and updating a guide for the UAE approved higher education private institutes.
4. Advising the students who wish to study abroad.
5. Providing different institutions with lists of approved institutions of higher education.
6. Investigating the legality of documents and providing government recruiting agencies with the names of those whose academic qualifications are faked.
7. Checking the transferred hours of students attending approved private higher education institutions outside the UAE.
8. Attending to inquiries of individuals and institutions from inside and outside the UAE about approved universities and the equivalency of some academic qualifications issued by Arab and international organizations or by the UAE private higher education institutes.
9. Preparing comprehensive monthly and annual statistics; issuing an annual report on these statistics and providing interested organizations with the statistics they need.
10. Communicating with the UAE cultural attaches, consulates and embassies as well as the embassies of foreign countries in the UAE in order to get accurate information about the institutions of higher education or the academic records issued thereby.
11. Joining the relevant organizations, at international (e.g. UNESCO), Arab (e.g. the Arab Organization for Education, Culture and Sciences), Islamic (e.g. the Islamic Educational, Cultural and Scientific Organization) or regional (the GCC Committee of Chairmen of Certificate Equivalency Committees of GCC Countries, the Technical Committee of the Directors of the Certificate Equivalency Departments of GCC Countries) levels.

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Services provided by the CED

First: Section of Equivalency

1. Equaling qualifications issued by approved institutions of higher education outside the UAE.
2. Attending to inquiries about the approved institutions of higher education and other academic systems.

Second: Attestations Section

Attesting qualifications and documents issued by approved private higher education institutions inside the UAE.

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Certificate Equivalency Rules

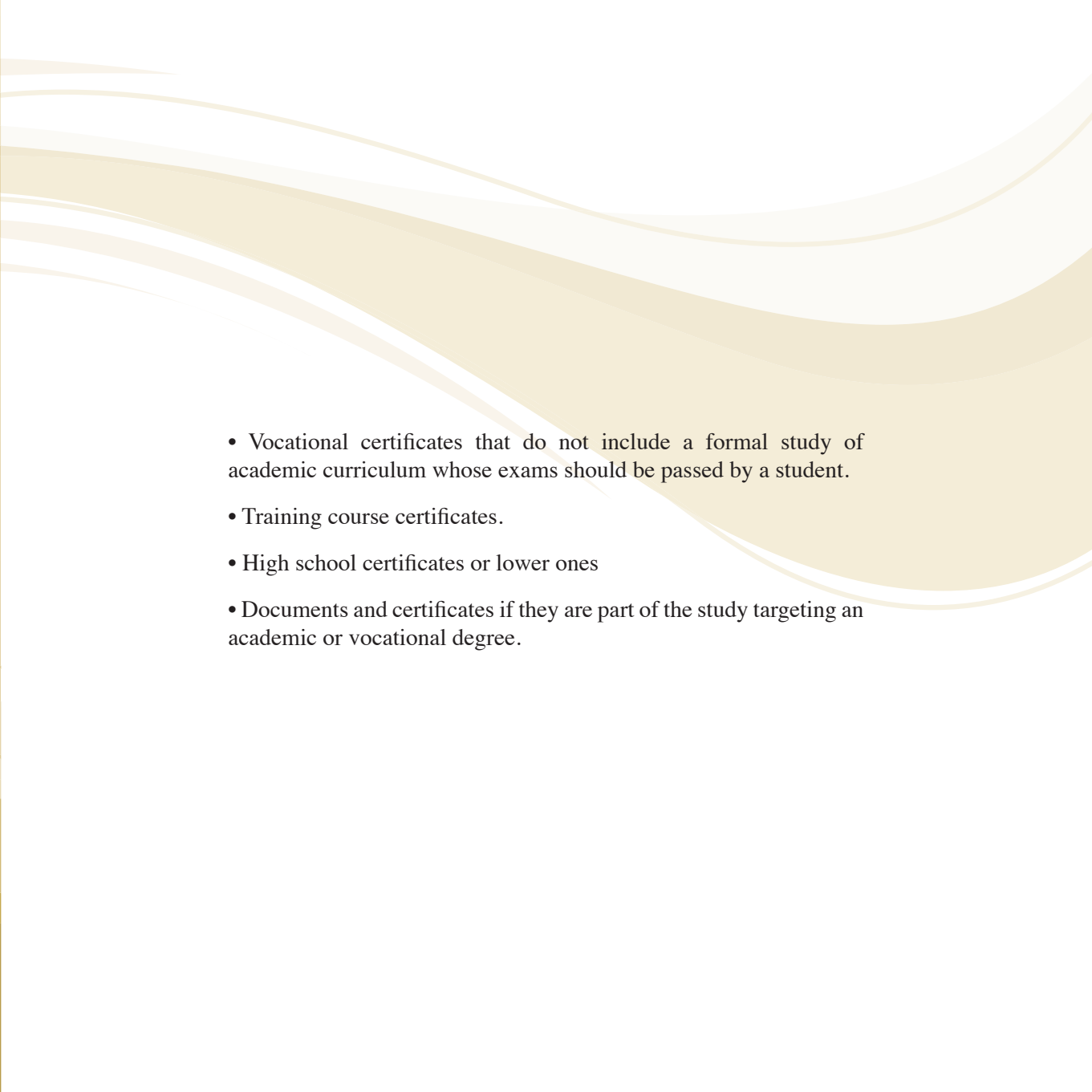
The certificate equivalency rule states that each academic certificate granted after each formal theoretical, vocational or applied study period, not less than one year after high school certificate or equivalent, and culminating in an academic degree, shall be equalized.

For achieving this, the Section of Equivalency shall, after receiving duly attested documents that are to be equalized, ensure that:

1. The institution issuing the qualification is approved in its home country, and to what extent do the requirements for approval set by the ministry apply to this institution.
2. Authenticity of certificate, identity of the certificate holder, legality of the document and the issuing institution, and to ensure that these documents are true and in no way forged or manipulated.
3. The system and venue of study based on the requirements of the certificate equivalency system.
4. Evaluation which means the extent the qualification satisfies the local academic standards. In this respect, the Section shall investigate the different academic systems of different countries and match the same with local systems in accordance with the recognized academic standards.
5. Equivalence, which means assessment based on the actual value of qualification to be equalized

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**Qualifications beyond the mandate
of the equivalency committee**

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- Vocational certificates that do not include a formal study of academic curriculum whose exams should be passed by a student.
 - Training course certificates.
 - High school certificates or lower ones
 - Documents and certificates if they are part of the study targeting an academic or vocational degree.

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Certificate Equivalency Requirements

Regular student certificates are equalized according to the following requirements:

1. To obtain an intermediate diploma, the student shall complete a study of one, two or three academic years in a major after high school or an equivalent.
2. The student shall complete three or four academic years to obtain the first university degree, or an equivalent of (120) or (180) credit hours as per the quarterly system. Also, specialized courses shall constitute 40% at least of total completed subjects.
3. The student shall complete at least one academic year after the first university degree to get a higher diploma or an MD.
4. The student shall complete at least three academic years after the MD or four academic years after the first university degree to get a PhD, which shall be the highest academic degree to be awarded in that major by the country of study.
5. The Ministry does not recognize informal study (external, correspondence, distance learning, etc...), or if the certificate to be equalized or the previous certificate is issued by unapproved university in the country of study. The CED does not equalize qualifications of students who have not completed the required period of attendance in the country of study, which is shown as follows:
 - A. First university degree (bachelor degree) or lower degrees, regular attendance on campus in the country of study.
 - B. The higher studies diploma and MD: full attendance during the period of the course study for at least one third of the minimum duration stipulated in the academic system of the institute for obtaining the academic degree during the research period.
 - C. PhD: full attendance during the period of the course study for at least one third of the minimum duration stipulated in the academic system of the institute for obtaining the academic degree during the research period
6. The Certificate Equivalency Committee may consider the equalization of some cases where higher qualifications are granted (higher than the bachelor's degree) by universities outside the UAE, through part-time study, while studying in the country where the university, or an approved branch of it, is located, or through part-time study according the aforementioned conditions, provided the basic system of the university states that it (the university) follows part-time system and that the student's regular period of study at this university is not less than one third of the period stipulated for obtaining the academic degree.



Certificate Equivalency Committee

The Committee of Certificate Equivalency is an academic, advisory technical committee that evaluates university and higher certificates issued from outside the UAE.

This committee consists of academic experts in all majors and it convenes periodically, or whenever necessary, except during the summer vacation.

The Committee mandate:

1. Reviewing and approving a manual for approved institutions of higher education outside the UAE. The manual is currently being compiled by Certificate Equalization Section.
2. Investigating certificates granted by higher education institutes outside the UAE and equalizing them with similar certificates as per international academic standards.
3. Investigating the academic programs which students desire to join.
4. Examining the systems applicable at Arab and international levels in relation to certificate equalization.
5. Preparing and applying the criteria and requirements necessary for certificate equivalency issued outside the UAE.



Equivalency Request Steps

1. The Customers should fill the application on the website of the Ministry and submit it with all the required documents to the customer service centre at the Ministry ground floor, within the days specified for request submission. The relevant customer shall be given a receipt with an e-mail and telephone number for contacting the requests competent officer.
2. The request shall be referred to the competent officer in the Section to check all the information and documents. The officer shall collect information about the qualification and correspond with the competent authorities in the country issuing the certificate (cultural bureaus, embassies) including inquiry about the authenticity of the qualification as well as the system and place of study. This procedure may take some time, depending on how fast the corresponding bodies respond. Correspondence is excluded in the following cases:
 - Students delegated at the expense of the MOHESR or government bodies inside the UAE after providing the original delegation letter that shows the certificate title, name of the university, target country, date of commencement and end of the delegation and the system of study.
 - If the customer brings a letter that establishes the validity of the certificate – to which the reply of the concerned bodies in the target country is attached and which is issued by the embassy of the country issuing the qualification, noting that the CED does not accept letters opened by applicants.
3. The competent officer shall ensure that the applicant has completed the legally prescribed period of formal study required in the country issuing the qualification. The relevant applicant shall fill in a table with the seals of entrance into and exit from the foreign country as per the original passport used during that period or as per a statement of entrance and exit issued by the Department of Naturalization and Residency or any other relevant official documents.
4. After ensuring that the qualification meets the equivalency requirements, the intermediate diploma and bachelor's certificates shall be equalized, as in the above cases, if any. Meanwhile, the CCE shall consider the following qualifications:
 - Intermediate diploma and bachelor's degree of which no similar cases have been reported to the Section.
 - Higher qualifications (higher diploma, MD, PhD) that meet all equivalency requirements.
 - The qualifications that do not meet the requirements of certificate equalization. It is worth noting that the CCE has the right to ask the relevant applicant to submit other documents it deems necessary to evaluate the qualification, until such a time that equalization is granted or denied.
5. The processes that have been finished shall be checked and then the applicants concerned are informed through SMS.
6. Completed transactions are delivered through the delivery service.
7. In case there is new information that has not been reported, a request may be submitted, within 6 months after the CCE makes the decision, to the CCE to reconsider its decision. The CCE's second decision shall be decisive.

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Cost of the CED's services

Services shall be paid in electronic AED, as follows:

Service	Cost	
Certificate equivalence	Intermediate diploma and bachelor's degree	AED 100
	Higher diploma and MD	AED 150
	PhD	AED 200

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**Attachments to be provided
when submitting the request**

After submitting the request for certificate equivalency via (www.mohe.sr.ae/equicert) of the ministry, the following documents must be attached:

First: Documents required for the equivalency of the intermediate diploma or the bachelor's degree:

1. The original qualification to be equalized, duly attested (by the foreign ministry of the country issuing the qualification and the UAE embassy in the foreign country) + a copy of the qualification.
2. The original transcript of the certificate to be equalized duly attested (by the foreign ministry of the country issuing the qualification and the UAE embassy in that country) + a copy of transcript.
3. High school certificate or an equivalent certificate according to the following:
 - A. The equivalency of the non-Arabic high school certificate by the UAE Ministry of Education.
 - B. The equivalency of the high school certificate issued by private schools inside the UAE through the affiliate educational zones.
4. Attaching the original equivalency granted by the competent authorities in the country issuing the qualification (if the university is a private one) + a copy of the equivalency.
5. Legal translation of certificates not issued in Arabic or English.
6. A copy of the passport + proof of residency (entrance and exit seals in the foreign country) + a copy of the first residency in the country for non-nationals including the unified number, and a copy of the unified number stated in the passport for nationals.
7. The original delegation letter for delegated students.
8. The original letter issued by the embassy of the country issuing the qualification, with the university's statement testifying that (the qualifications and the applied system of study are valid and that the institution issuing the qualification is an approved one). Exception to this shall be: (the USA, Canada, Australia, New Zealand, UK, Libya, Jordan, Lebanon and Iran), as the Section will correspond with the competent authorities in these countries to provide the required documents.
9. The academic record of the transferred hours of each individual institution (if any) + a copy of the record, along with an original letter by the embassy of the country issuing the record including a response by the educational institution (university \ faculty \ institution) confirming that the transferred hours and the applied system of study are valid and that the institution issuing the letter is an approved one. Exception to this shall be: (The USA, Canada, Australia, New Zealand, UK, Libya, Jordan, Lebanon and Iran) as the Section will correspond with the competent authorities in these countries to provide the required documents.

Second: Documents required for the equivalency of higher diploma, MD and PhD

1. The original qualification to be equalized duly endorsed (by the foreign ministry of the country issuing it and the UAE embassy in that country) + a copy of the qualification.
2. The original grade statement for the qualification to be equalized duly endorsed (by the foreign ministry of the country issuing the certificate and the UAE embassy in that country) + a copy of the statement.
3. The original equivalency issued by the competent authority of the country issuing the qualification if the university is a private one+ a copy.
4. A legal translation of the certificate if not issued in Arabic or English.
5. The original of the certificates issued prior to the certificate to be equalized + copies of those certificates.
6. The original academic record of certificates issued prior to the certificate to be equalized + copies of the record.
7. A copy of the abstract of higher studies thesis
8. A copy of the previous equalizations that have been obtained from the Ministry Of Higher Education and Scientific Research.
9. A copy of the passport + proof of residency (entrance and exit seals in the foreign country) + a copy of the first residency in the country for non-nationals including the unified number, and a copy of the unified number stated in the passport for nationals.
10. The original letter of delegation for delegated students.
11. The original letter issued by the embassy of the country issuing the qualification, with the university's statement that that qualifications and the applied system of study are valid and that the institution issuing the qualification is an approved one. Exception to this shall be: (The USA, Canada, Australia, New Zealand, UK, Libya, Jordan, Lebanon and Iran) as the Section will correspond with the competent authorities in these countries to provide the required documents.
12. A copy of the curriculum vitae and the research activities that have been undertaken (by students of higher studies) in the field of study and published in periodicals
13. The academic record of the transferred hours of each individual institution (if any) + a copy of the record, along with an original letter by the embassy of the country issuing the record including a response by the educational institution (university \ faculty \ institution) confirming that the transferred hours and the applied system of study are valid and that the institution issuing the letter is an approved one. Exception to this shall be: (The USA, Canada, Australia, New Zealand, UK, Libya, Jordan, Lebanon and Iran) as the Section will correspond with the competent authorities in these countries to provide the required documents.