



The American Baccalaureate School

Instructions for authenticating college Degrees and transcripts for Canadian Nationals

All newly hired Canadian faculty and staff are required to have all B.A./MA/PhD degrees authenticated prior to arriving to Kuwait. Proof of authentication is **required prior to departing from Canada**, as legal residency and work permits cannot be obtained without such authentication.

Authentication of Documents

Governments and organizations like here in Kuwait require that foreign documents be authenticated before they will accept them. Here the information about how to have Canadian documents authenticated so that they will be accepted for use abroad:

Foreign Affairs and International Trade Canada is the official place to authenticate all Canadian documents including Educational Documents.

Mailing Address and Telephone Numbers

Address:

Authentication and Service of Documents Section (JLAC)
Foreign Affairs and International Trade Canada
125 Sussex Drive, Ottawa, Ontario, Canada
K1A 0G2

Telephone:

1-800-267-8376 (Toll Free in Canada)
613-944-4000 (in the National Capital Region and outside Canada)
613-944-9136 (TTY for the deaf)

When submitting your documents in person, appointments are not necessary. Simply report to the Reception Desk at the address shown above between 10:30 a.m. and 12:00 p.m. or between 3:00 and 4:00 p.m., Monday to Friday. The office is closed on **statutory holidays**.

Processing times and status check:

- Processing time is approximately 25 working days (5 weeks) from the date Foreign Affairs and International Trade Canada receive your documents. Please add an additional 5 business days for documents sent by regular mail. The processing time will be longer if Foreign Affairs and International Trade Canada have questions and/or require clarification from you about your request.
- Due to the high volume of documents sent by mail, Foreign Affairs and International Trade Canada advise you to use a courier service for sending and receiving your documents. This will allow you to track your documents and minimize the risk of losing your documents. Please note, there is no tracking system in place for documents sent by regular mail.
- If you would like Foreign Affairs and International Trade Canada to return your documents by courier service, please provide the name of the courier service and include a prepaid envelope with your request. Please note that all courier deliveries must be prepaid.
- The Authentication Office can only provide the status of your documents after your documents have been processed.
- If your documents are to be sent to an Embassy in Ottawa, you do not need to include a courier envelope. The Authentication Office will deliver the documents on your behalf. If your documents are to be sent to a Consulate outside of Ottawa, you will need to include a pre-paid envelope for the delivery. Otherwise your documents will be sent regular mail.
- Please note that you must first contact the **Kuwait Embassy** before you contact Foreign Affairs and International Trade Canada for a status check of your documents.

Embassy of the State of Kuwait

Address: 333 Sussex Drive
Ottawa, Ontario, K1N 1J9, Canada
Telephone: (613) 780-9999
Fax: (613) 780-9905
Internet: www.embassyofkuwait.ca
info@embassyofkuwait.com

About Educational Documents

- Foreign Affairs and International Trade Canada only authenticate degrees or student transcripts issued by Canadian educational institutions.
- Canadian university or college degrees or transcripts must be signed and sealed by the relevant Office of the Registrar. A full signature, name and title must appear on the document.
- Canadian high school or elementary school transcripts must be signed by the principal or vice principal of the school that issued the document(s). A full signature, name and title must appear on the document.
- Photocopies of degrees and transcripts can be authenticated. However, these must be certified true copies, signed and sealed by either the relevant Office of the Registrar or a Canadian lawyer, solicitor, notary or commissioner of oaths.
- In the case of degrees or transcripts from foreign educational institutions, you should contact the nearest embassy or consulate of the country from which the document was issued. That office will advise you of the procedures you will have to follow to have your documents authenticated.

Translated Documents

- Translations of documents --As of January 1, 2009, translated documents must be sent with the original document. If the original is written in a foreign language, you must have the document translated into English or French and then have it certified by a Canadian lawyer, solicitor, notary or commissioner of oaths.
- Documents (regardless of the language) can only be authenticated if they are certified, signed and sealed by a Canadian lawyer, solicitor, notary or commissioner of oaths.
- If the documents you send do not include a French or English copy or if documents are not properly certified, signed and sealed, they will be returned to you without being authenticated.

General Information and Fees

- Foreign Affairs and International Trade Canada authenticate only Canadians documents. and only authenticate signatures on documents - they do not review or approve the content of documents. However, it may not be possible to authenticate a particular document if the content of a document is such that it is expected to mislead as to purpose, or may be used for fraudulent purposes. You will be advised if this is the case.
- You must include a covering letter indicating your mailing address and outlining your specific requirements.
- Photocopies of original documents can be authenticated. However, they must be certified true copies, signed and sealed by a Canadian lawyer, solicitor, notary or commissioner of oaths. If the photocopies you send are not properly certified, signed and sealed, they will be returned to you without being authenticated.
- You can submit your documents in person. If you have 10 documents or less, we can process them while you wait. If you have more than 10 documents, they must be left in our office for authentication and it will take approximately 25 working days to process them.
- Foreign Affairs and International Trade Canada will return your documents by regular mail which can take up to 5 working days. If you want your documents to be returned by courier, you must provide Foreign Affairs and International Trade Canada with a prepaid envelope from the courier of your choice.
- There are no fees for their services.

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I understand that I am required to authenticate my degree(s) within 30 days of the date signed below and that I must email a scan of the degree authentication to ABS within this timeframe. I also understand that a Kuwait work permit and residency cannot be obtained without the authentication of both in Canada and Kuwait embassy in Canada:

Date: _____

Employee Name: _____

Signature: _____