



THE AMERICAN BACCALAUREATE SCHOOL

# Instructions for Authenticating University Degrees and Transcripts For UK Nationals

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

Below is a guideline only. Please check the FCO website for all current information/charges at [www.fco.go.uk/legalisation](http://www.fco.go.uk/legalisation)

## Why do documents need to be legalized?

If you are going to use British documents overseas, for business or personal reasons, you will probably be asked to have your documents legalized before they can be accepted. The Foreign and Commonwealth Office (FCO) stamp of authenticity gives the person you are dealing with complete confidence that it is the genuine article.

## How to Legalise a Document?

All documents issued in the UK should be stamped at the Foreign and Commonwealth Office (FCO) in the UK before the UK Embassies overseas can stamp them.

- Take the original certificate to a solicitor. **The solicitor must be a registered notary** (you will find them advertised in the Yellow Pages). Make sure you take your passport with you to this meeting.
- The solicitor will stamp the original certificate on the reverse. Please note that a stamped photocopy may not be accepted by the Embassy. There is a charge for each certificate.
- Take your stamped certificate(s) to the Foreign & Commonwealth Office in Milton Keynes, or send them by **registered post** to the following address:

The Legalisation Office  
 Norfolk House (West)  
 437 Silbury Boulevard  
 Milton Keynes  
 MK9 2AH



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They will then verify the authenticity and attach an authentication tag. There is a charge of each certificate.

- The Foreign & Commonwealth Office will NOT stamp fingerprint certificates, those need to be done separately (see information on background checks/fingerprinting).
- Your authenticated certificates should then be sent to the Kuwait Embassy, London:

Kuwait Embassy  
2 Albert Gate  
LONDON  
SW1X – 7JU

Please include a stamped addressed envelope with your application. If you have included the £6 postage in your fee a self-addressed return envelope without any postage will be sufficient. They may request additional funding if the postage costs exceed £6 or if the postage has not been covered in the fee or on the envelope.

NOTE: If the certificate/document is also signed by the Kuwaiti Embassy in London, Kuwait Ministry of Foreign Affairs will not require the British Embassy stamp.

### What Documents can FCO Legalise?

#### UK Educational Documents:

All educational documents must be signed by a UK solicitor or notary before they can be legalised. The solicitor or notary should either confirm that the document is original if that is the case, or a true photocopy. If you are living overseas it may be possible for the British Council in your country to certify the document instead. You should check with the local British Council office to see if they offer this service.

Educational documents which are not degrees, diplomas, certificates, qualifications or other awards may be legalised if they have been issued by an educational establishment in the UK. This included school reports and letters concerning enrolling, attendance, fees and grades.

Documents which are degrees, diplomas, certificates, qualifications or other awards can be legalised if they were issued by an educational establishment if it is registered at one of the following websites:

- 'Register of Providers' or the 'Recognised Degrees' sections of the Department for Innovation, Universities and Skills (DIUS) website
- The Scottish Qualifications Authority website
- The National Database of Accredited Qualifications website
- The British Accreditation Council website
- The Open and Distance Learning Quality Council
- The Association of British Language Schools



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Additionally, qualifications which are or were issued by OCR, Edexcel, Higher National Diploma, City and guilds, National Open College Network, GNVQ or the American Study Abroad Programme in the UK can also be legalised.

### How do I pay?

Below is a guideline only. Please check the FCO website for all current charges at [www.fco.gov.uk/legalisation](http://www.fco.gov.uk/legalisation)

Please do not send cash. Payment should be by the following methods:

- **E-payment by credit/debit card:** Use the ePayment facility to pay for your application on-line. Before completing your payment, please check that the 'Payment Status' page says **SUCCESS** not DECLINED. Print off this page to send with your application. Then click on **Complete Payment**. The last page of the payment process should then display the message **PAYMENT COMPLETE**.

You will receive an automated email confirming the payment. Please only send this if for some reason you did not manage to print the Payment Status page. If you are not able to print or send either the Payment Status page or the confirmation email, make a note of the Payment ID that you will find on the Payment Status page, or the Order Number on the ePayment confirmation email, and include this with your application instead. Lastly, if the name on the credit card differs from the name of the person sending the application, please make a note of this in your covering letter so that they can match the ePayment with the application to avoid any delay.

If you have any technical difficulties whilst making an online payment please email: [LegalisationOfficePostalE-Payments@fco.gov.uk](mailto:LegalisationOfficePostalE-Payments@fco.gov.uk) or call 01908 295-111 from 09:30-1530 hrs UK time.

- **UK Postal Order:** Please make Postal Orders payable to the 'Foreign & Commonwealth Office.'
- **UK Company or Business cheque:** Please make Company cheques payable to the 'Foreign & Commonwealth Office.' **PLEASE NOTE WE CANNOT ACCEPT PERSONAL CHEQUES.**
- Overseas customers can also pay using International Money Orders, Bankers Drafts or Postal Orders (payment in sterling only).



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### How much does it cost by post?

Whichever method you use, please ensure that you pay **28 pounds** for each document you wish to have legalized, plus **6 pounds** for return postage. For example, for one document you should pay 34 (28 + 6), for four documents you should send 118 pounds (4 x 28 + 6).

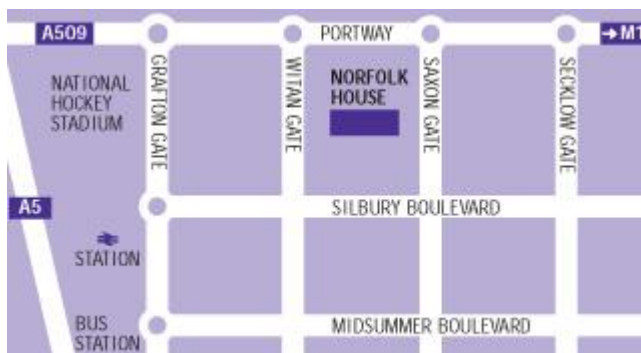
### The Public Counter?

The public counter provides a Standard service for legalizing documents in person. For members of the public this is a whilst-you-wait service. The public counter is open from 9.30am to 3.30pm Monday to Friday, excluding Bank Holidays. No appointment is necessary. Please check the Legalisation Office home page the day you want to use the public counter as there may be days the counter will be closed.

### Where to find the Legalisation Office:

The Legalisation Office is located behind Ashton House on Silbury Boulevard. The full address is:

Norfolk House (West)  
437 Silbury Boulevard  
Milton Keynes  
MK9 2AH



Milton Keynes is 55 miles north of London. There are frequent train services from London Euston station and to stations in the Midlands and the North. Norfolk House is a 15 minute walk or short taxi ride from Milton Keynes Central train station. The M1 also runs past Milton Keynes and there is Pay and Display parking nearby.



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### Useful Contacts:

#### **Embassy of the State of Kuwait**

2 Albert Gate  
Knightsbridge  
LONDON  
SW1X 7JU

#### **Foreign & Commonwealth Office (Legalisation) – Milton Keynes**

Norfolk House (West)  
437 Silbury Boulevard  
Milton Keynes  
MK9 2AH

#### **Cultural Affairs Office; Military Affairs Office; Information Centre**

Hyde Park House  
60A Knightsbridge  
LONDON  
SW1X 7LF

#### **Health Office**

40 Devonshire Street  
LONDON  
W1 2AX