

Process for Canadian Nationals – Authentication of Degrees & Transcripts Before Traveling to Kuwait

All newly hired Canadian faculty, and staff must complete authentication of their academic degrees (B.A., M.A., Ph.D.) prior to arrival in Kuwait. Proof of authentication must be secured before departure, as it is required to obtain legal residency and a work permit in Kuwait.

Section A – Authentication of Canadian Documents

Step 1: Prepare Your Educational Documents

- Degrees or transcripts must be issued by a Canadian educational institution.
- Documents must be signed and sealed by the Office of the Registrar (full name, title, and signature required).
- High school or elementary school transcripts must be signed by the principal or vice principal.
- Photocopies may be authenticated if certified true copies, signed and sealed by:
 - Office of the Registrar, or
 - Canadian lawyer, solicitor, notary, or commissioner of oaths.

Step 2: Submit to Global Affairs Canada (JLAC)

The Authentication Services Section (JLAC) of Global Affairs Canada is the authority for authenticating Canadian documents.

Submission / Mailing Address (current):

Global Affairs Canada
Authentication Services Section (JLAC)
2421 Lancaster Road
Ottawa, Ontario K1B 4L5
Canada

Telephone:

1-800-267-8376 (Toll Free in Canada)
613-944-4000 (National Capital Region & outside Canada)
613-944-9136 (TTY for hearing-impaired)

- In-person drop-off:
 - No appointment required.
 - Reception Desk hours: Monday –Friday, 10:30–12:00 or 15:00–16:00 (closed on statutory holidays).
- Processing Time:
 - Approx. 25 working days (5 weeks) from the date Foreign Affairs and International Trade Canada receive your documents
 - Add 5 business days for documents sent by regular mail.
 - Processing time will be longer if Foreign Affairs and International Trade Canada have questions and/or require clarification from you about your request
 - Courier service strongly recommended (for tracking and secure return).
- Delivery Options:
 - Regular mail (no tracking).
 - Prepaid courier envelope (if courier return preferred).
 - If sending to an Embassy in Ottawa, JLAC will deliver on your behalf.
 - If sending outside Ottawa, you must include a prepaid envelope.

Step 3: Submit to the Embassy of the State of Kuwait (Ottawa)

After JLAC authentication, submit documents to the **Kuwait Embassy** in Ottawa.

Address:

Embassy of the State of Kuwait
333 Sussex Drive
Ottawa, Ontario, K1N 1J9, Canada

Telephone: (613) 780-9999

Fax: (613) 780-9905

Email: info@embassyofkuwait.com

Website: www.embassyofkuwait.ca

Section B – Additional Notes

About Translated Documents

- If the original is in a foreign language, provide a translation into English or French.
- Translation must be **certified by a Canadian lawyer, solicitor, notary, or commissioner of oaths.**

- Documents without certified translation will be returned unprocessed.

General Requirements

- Include a **cover letter** with mailing address and specific request details.
- Authentication confirms only **signatures**, not the content of documents.
- If content is misleading or potentially fraudulent, authentication may be refused.

Processing Expectations

- Up to **10 documents** may be processed same day in person.
- More than 10 documents must be left with JLAC (approx. 25 working days).
- Regular mail return can take 5 additional working days.
- Always use a **courier with tracking** for both submission and return.

Section D – Acknowledgment

Employees must authenticate their degrees within **30 days of hire** and email a **scanned copy** of the authentication to American International University within this timeframe.

Reminder: A Kuwait work permit and residency cannot be obtained without authentication from both **Global Affairs Canada (JLAC)** and the **Kuwait Embassy (Ottawa)**.