

## Process for Authenticating US Academic Degrees

All newly hired U.S. faculty and staff must complete authentication of their academic degrees (bachelor's, master's, and doctorate) before arriving in Kuwait. **At minimum, authentication of the bachelor's degree is compulsory.** Proof of authentication must be secured prior to departure from the U.S., as it is required to obtain legal residency and a work permit in Kuwait. The steps outlined below may be completed by mail if necessary.

### Section A – General

#### Step 1: Registrar and Notary

- Obtain an official true copy of your diplomas from the university registrar (with university seal).
- Registrar executes an affidavit confirming authenticity before a notary public. ( see Enclosure 1)
- Apply for a verified certificate from the National Student Clearinghouse
- ( [www.studentclearinghouse.org](http://www.studentclearinghouse.org) ). ( see Enclosure 2)
- Note: Notary public services are often available through the university's business office.

#### Step 2: County Clerk Certification

- On completion of Step 1, send the notarized document to the clerk of court of the county (where the notary is licensed) for a notarial certificate suitable for foreign use. ( see Enclosure 3)

#### Step 3: State Authentication

- Submit the documents from Steps 1 and 2 to the State Notary Public Administrator to obtain the official state seal. The Administrator will issue and affix a State Authentication Certificate. ( see Enclosure 4)

#### Step 4: US Department of State

- Submit the authenticated documents from Steps 1 through 3 to the U.S. Department of State Authentications Office, following the instructions provided on their official website ( [www.state.gov/m/a/auth/](http://www.state.gov/m/a/auth/) ) to obtain the Federal Authentication Certificate.

**Step 5: Kuwait Embassy / Consulate**

- To obtain authentication of the U.S. Department of State Seal at the Embassy or Consulate of the State of Kuwait, submit the following:
  - All documents obtained in Steps 1 through 4
  - Sealed transcripts and a photocopy of each
  - Copy of your passport
  - Verified Certificate from the National Student Clearinghouse
  - Self-addressed, postage-paid return envelope
  - Fee of \$25.00 per document, payable by money order (see Enclosure 6)
- Consular Jurisdictions and Addresses:
  - For states in the Washington, D.C. jurisdiction:
    - Alabama, Connecticut, Delaware, District of Columbia, Florida, Georgia, Illinois, Indiana, Kentucky, Maine, Maryland, Massachusetts, Michigan, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, South Carolina, Tennessee, Vermont, Virginia, West Virginia, Wisconsin

Kuwait Embassy

2940 Tilden Street, NW  
Washington, DC 20008  
Telephone: (202) 966-0702 Ext. 93044  
Fax: (202) 364-2868  
Email: [Washington@mofa.gov.kw](mailto:Washington@mofa.gov.kw)

- For states in the Los Angeles jurisdiction:
  - Alaska, Arizona, Arkansas, California, Colorado, Hawaii, Idaho, Iowa, Kansas, Louisiana, Minnesota, Missouri, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Texas, Utah, Washington, Wyoming

General Consulate of the State of Kuwait

1801 Avenue of the Stars, Suite 1010  
Los Angeles, CA 90067  
Telephone: (310) 556-0300  
Fax: (310) 556-0400  
Email: [info@kuwaitconsulate.org](mailto:info@kuwaitconsulate.org)

- Once reviewed, the Embassy or Consulate will affix the official Stamp and Seal to the reverse of the U.S. Department of State Authentication Certificate (see Enclosure 7).

## Section B – Universities located in Washington DC

### Step 1: Registrar and Notary

- Obtain an official true copy of your diplomas from the university registrar (with university seal).
- Registrar executes an affidavit confirming authenticity before a notary public. ( see Enclosure 1)
- Apply for a verified certificate from the National Student Clearinghouse
- ( [www.studentclearinghouse.org](http://www.studentclearinghouse.org) ). ( see Enclosure 2)
- Note: Notary public services are often available through the university's business office.

### Step 2: District Notarial Certificate (Washington, D.C. universities)

- Proceed to the District Building, 717 14th Street NW, Room 230, to obtain a formal notarial certificate for foreign use.

### Step 3: State Authentication

- Submit the authenticated documents from Steps 1 through 2 to the U.S. Department of State Authentications Office, following the instructions provided on their official website ( [www.state.gov/m/a/auth/](http://www.state.gov/m/a/auth/) ) to obtain the Federal Authentication Certificate.

### Step 4: Kuwait Embassy / Consulate

- To obtain authentication of the U.S. Department of State Seal at the Embassy or Consulate of the State of Kuwait, submit the following:
  - All documents obtained in Steps 1 through 3
  - Sealed transcripts and a photocopy of each
  - Copy of your passport
  - Verified Certificate from the National Student Clearinghouse
  - Self-addressed, postage-paid return envelope
  - Fee of \$25.00 per document, payable by money order (see Enclosure 6).
  - The Address is:

#### Kuwait Embassy

2940 Tilden Street, NW

Washington DC 20008

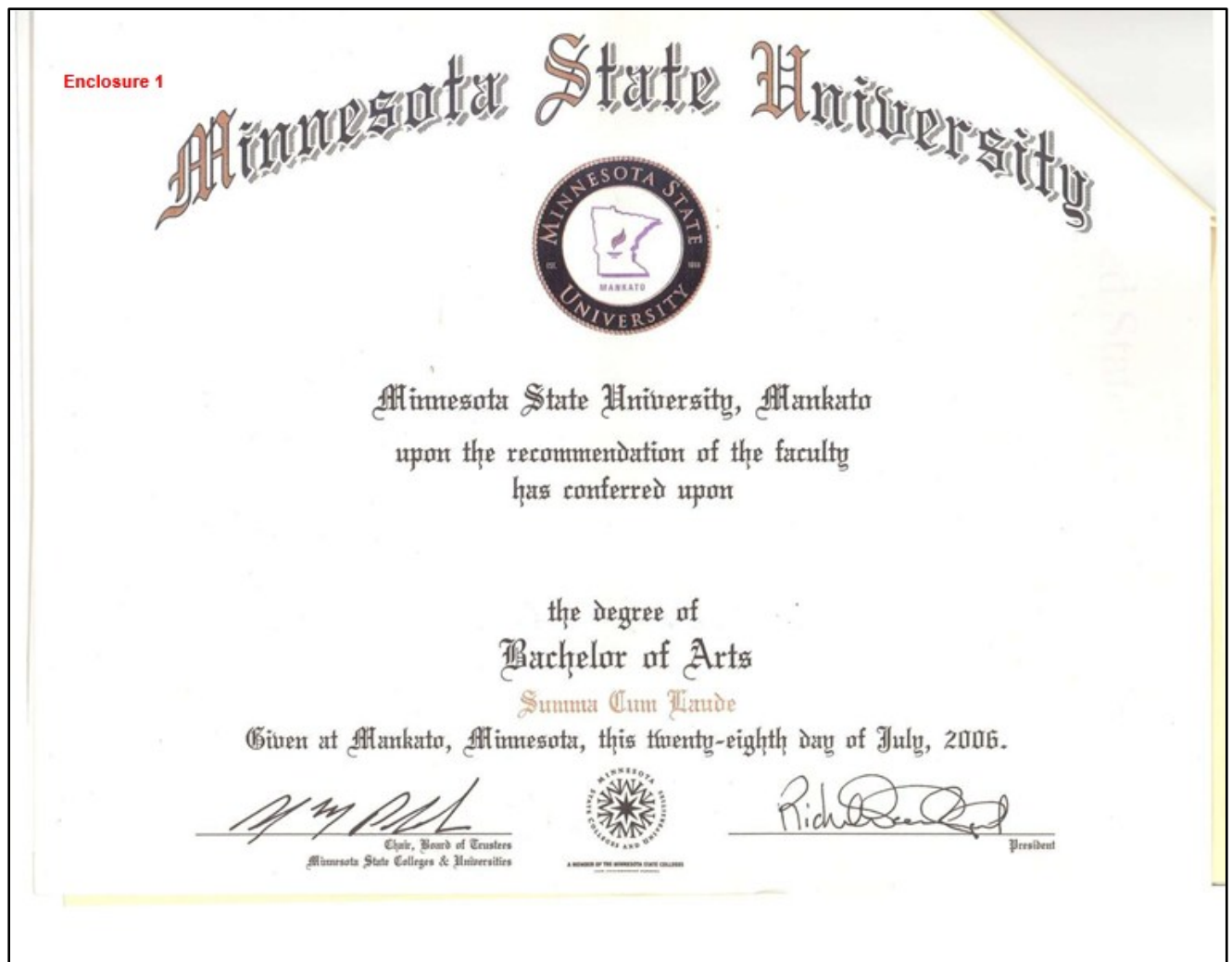
Telephone: (202) 966-0702 Ext 93044

Fax: (202) 364-2868

Email: Washington@mofa.gov.kw


The Kuwait Embassy will affix a Stamp and Seal to the reverse of the State Authentication Certificate. (See enclosure 7)

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This will certify that \_\_\_\_\_ received a Bachelor of Arts Degree with majors in English: Literature  
and Spanish and a minor in Geography dated July 28, 2006.

Certified to be a true and accurate copy.

  
Marcius R. Brock, Interim Registrar

Subscribed and sworn to before me on January 15, 2010.



**National Student Clearinghouse®**  
 2300 Dulles Station Blvd., Suite 300, Herndon, VA 20171  
 PH (703) 742-4200 FX (703) 318-4058  
 www.studentclearinghouse.org  
 © 2011 National Student Clearinghouse. All rights reserved.

## DegreeVerify Certificate

Enclosure 2

Transaction ID#:	Date Requested:	/04/2012 18:54 EST
Requested by:	Date Notified:	/04/2012 18:55 EST
Status:	Confirmed	
Fee:	\$9.95	

### INFORMATION YOU PROVIDED

Subject Name:	First Name	Middle Name	Last Name
Name Used While Attending School: (if different from above)	First Name	Middle Name	Last Name
Date of Birth:	mm/dd/yyyy		
School Name:	UNIVERSITY OF CENTRAL MISSOURI		
Attempt To:	Verify a degree.		

### INFORMATION VERIFIED

Name On School's Records:	
Date Awarded:	05/08/2004
Degree Title:	BACHELOR OF
Official Name of School:	UNIVERSITY OF CENTRAL MISSOURI
Major Course(s) of Study (and NCES CIP Code, if available):	
Dates of Attendance:	to

All information verified was obtained directly and exclusively from the individual's educational institution. The Clearinghouse disclaims any responsibility or liability for errors or omissions, including direct, indirect, incidental, special or consequential damages based in contract, tort or any other cause of action, resulting from the use of information supplied by the educational institution and provided by the Clearinghouse. The Clearinghouse also does not verify the accuracy or correctness of any information provided by the requestor.



STATE OF MINNESOTA  
COUNTY OF BLUE EARTH  
**Enclosure 3**

CERTIFICATE OF NOTARY  
PUBLIC RECORDING

**Certificate of Notary Filing**

I, Patty O'Connor, Director in and for said County, do hereby certify that Deborah Kay Spreng is duly appointed a Notary Public in and for said County and State; that her Commission as Notary Public is recorded in the office, that it is dated October 8, 2007 and will expire on January 31, 2012; that she is duly authorized to administer oaths, take acknowledgements and do other acts authorized by said commission.

WITNESS, my hand and official seal at Mankato,  
Minnesota, on the 19<sup>th</sup> day of January,  
20 10.

Roseanne Choe  
Deputy

4/05  
N:/Elections/Notary



Enclosure 4

State of Minnesota

**SECRETARY OF STATE**

## CERTIFICATE OF OFFICE

I, Mark Ritchie, Secretary of State of Minnesota, do certify that: The person listed below, whose signature appears on the attached document, held the office set forth below and that the person was duly qualified and empowered to hold that office and to perform all of the functions of that office on the date the attached document was signed.

NAME OF SIGNING PERSON: Roseanne Cline

OFFICE HELD: Deputy Director, County of Blue Earth, State of Minnesota

DATE DOCUMENT WAS SIGNED: January 19, 2010

This certificate has been issued on: January 22, 2010



*Mark Ritchie*  
Secretary of State.



10016539-1

Enclosure 5

## United States of America

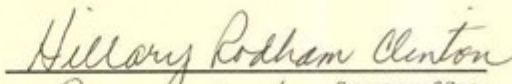
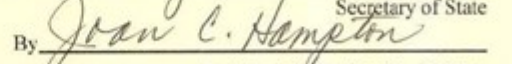


### DEPARTMENT OF STATE

*To all to whom these presents shall come, Greetings:*

I Certify That the document hereunto annexed is under the Seal of the State(s) of Minnesota, and that such Seal(s) is/are entitled to full faith and credit.\*

In testimony whereof, I, Hillary Rodham Clinton, Secretary of State, have hereunto caused the seal of the Department of State to be affixed and my name subscribed by the Assistant Authentication Officer, of the said Department, at the city of Washington, in the District of Columbia, this fifth day of March, 2010.

  
Secretary of State  
By   
Assistant Authentication Officer,  
Department of State

Issued pursuant to CHXIV, State of  
Sept. 15, 1789. 1 Stat. 68-69: 22  
USC 2657; 22USC 2651a; 5 USC  
301; 28 USC 1733 et. seq.; 8 USC  
1443(f); RULE 44 Federal Rules of  
Civil Procedure.

\*For the contents of the annexed document, the Department assumes no  
responsibility

*This certificate is not valid if it is removed or altered in any way whatsoever*

EMBASSY OF THE STATE OF KUWAIT

Enclosure 6 GOLDEN STREET, N.W.  
WASHINGTON, D.C. 20008



سفارة دولة الكويت  
واشنطن

Requirements for Authentication of Diplomas for non Kuwaitis

To authenticate Diplomas, the applicant has to provide the Embassy with a sealed transcript as well as verified certificate from the National Student Clearinghouse at [www.studentclearinghouse.org](http://www.studentclearinghouse.org). These documents have to be presented with the Diplomas for which authentication is requested.

- 1- Original Diploma has to be attested by the U.S. State Department in Washington, DC. – Telephone number: 202-647-5002
- 2- Fees of \$25.00 in cash or money order payable to “Embassy of the State of Kuwait”. Personal checks are not accepted.
- 3- Copy of applicant’s valid passport.
- 4- Prepaid self addressed return envelope.

Diplomas that do not meet the above requirements will be returned.



Authentication Department  
04/2011

**Enclosure 7**

دون أدنى مسئولية من قبل السفارة  
عن محتويات الوثيقة

Seen at the Embassy of Kuwait in Washington  
for the attestation of the Signature of Hillary Clinton  
and stamp of US Department of State  
No. 3633/2009 C..9 / ٣٦٣٣ الرقم  
Date 7/21/2009 C..9 / ٧ / ٢١ التاريخ

CONSUL

القنصل

