Requirements to Authenticate Diploma or University Degree

A. Name of applicant: _____

   Social Security Number: _____

B. Name of Employer: _____

C. Name of the Courier Agency: <u>Travel Document Express</u>_____

D. A Letter stating the reasons for requiring Authentication
E. A Copy of the Employment contract
F. A Copy of the applicant's passport
G. A certified copy of the applicant's college or university degree
H. Updated official transcript (in a sealed envelope)
I. Name of the college/university and telephone number of the registrar or the records office.
J. Verification letter from the registrar's office including applicant's Social Security number (School ID number), and the telephone number and the contact person in the registrar's office
K. Written consent to allow the Saudi Cultural Mission to verify the degrees.

Notes:
- Nurses and physicians are required to provide a copy of their practice license, and the telephone number, for confirmation of the validity of license.
- For any other certificate or diploma, the place of training and the telephone number of the contact person is required.
- For more information, please call Mr. Raddah Otaibi at (571)327-2522, send a fax to (571)327-2756 or email him at rotaibi@sacm.org.