

Application for the Authentication of Documents

Name of the applicant: _____

Name of the employer: _____

Name of the passport agency (if applicable): _____

SS #: _____

Required Documents:

- 1) Applicant contact information that includes an address, email and phone number AND/OR the passport agency's address, email and phone number.
- 2) Letter from the applicant or the courier agent stating the reason for authentication.
- 3) Copy of the employment contract.
- 4) Copy of passport.
- 5) Copy of college/university degree.
- 6) Updated official transcript in a sealed envelope.
- 7) Signed authorization letter from the applicant allowing the Saudi Arabian Cultural Mission to obtain information about his/her academic record.
- 8) Verification from the National Student Clearinghouse. Receive this verification by visiting www.degreeverify.com and providing the degree information. If this information is verified, print out a copy using the "transaction ID number."
- 9) If the college/university does not participate in the National Student Clearinghouse, then please contact the college's registrar office for a verification letter. This letter must be in a sealed envelope.
- 10) Letter in a sealed envelope from the university stating the method of instruction (online, distance learning, or regular classroom). The letter must specify all online credits, if any, and whether the applicant studied on the main campus of the university.
- 11) Nurses and physicians are required to provide us with a copy of their practice license and the email and telephone number of the clinic for confirmation of the validity of the license.
- 12) A prepaid return envelope from the United States Postal Service (e.g. Express mail, Ready Post, etc). Do not provide FedEx or DHL as return envelopes. **Your documents cannot be returned to you without this requirement.**

Important note: Incomplete files will be immediately returned. If there is no contact information, the documents will be discarded after 2 weeks. Please send all documents to:

Saudi Arabian Cultural Mission
Attn: Authentications Department
8500 Hilltop Road
Fairfax, VA 22031

For more information, please contact:

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