ROYAL EMBASSY OF SAUDI ARABIA

CULTURAL BUREAU
OTTAWA

سفارة المملكة العربية السعودية

الملحقية الثقافية
أوتاوا

Authentication Request Form for Non-Saudis

CLIENT'S PERSONAL INFORMATION	
NAME ACCORDING TO PASSPORT	
NATIONALITY	
PASSPORT NO.	
TELEPHONE NO.	
EMAIL	
APPLICANT'S SIGNATURE	
If submitted by an agent, please provide name and contact details	
AGENT'S FULL NAME	
AGENT'S EMAIL	
AGENT'S PHONE N.	
REASON FOR AUTHENTICATION (e.g. work, study)	

REQUIRED DOCUMENTS

- A bio page copy of your passport.

- Notarized copies of degree issued in Canada (ONLY) attested by the Canadian Global Affairs

- A copy of the employment contract, authenticated by the Saudi Chamber of Commerce, or by the Saudi Ministry of Foreign Affairs.

- Original transcripts sent directly from the Canadian Institution to the Saudi Bureau in a sealed envelope.

- An official letter from the university/college attesting that the studied program is not an online program. The letter should sent either in a sealed envelope to the Bureau by mail directly from the university to the Bureau or by email at: arad-ca@ca.moe.gov.sa

- Letter of acceptance at one of the Saudi universities for students studying in the Kingdom of Saudi Arabia.

- Signed authorization (consent) letter from the applicant allowing the Saudi Arabian Cultural Bureau to obtain information about his/her academic record from the issuing institution. The student's signature on the form must match the one on their records at the University/College.

- Include a pre-paid return envelope to return your authenticated documents.

- Submit a criminal record check

  Important: Please note that we only authnticate degrees issued in Canada. Degrees obtained outside of Canada should be authenticated by the Saudi Cultural Mission in the country where the degree was issued.