



المرفقات:

Application

التاريخ:

الرقم:

For Authentication of Documents

Name of the employee:

SS# -----

Name of the employer:

Name of the courier agency:

The following documents are needed:

Please mark down the items that you are sending and return this form along with your documents.

- * A letter from you or the courier agent, stating the reason for authentication, with a contact number.
- * A copy of employment contract.
- * Copy of your passport.
- * Copy of your college/university degree.
- * Updated official transcript, in a sealed envelope.
- * Authorization letter from the applicant to allow Saudi Mission to obtain information about his academic record.
- * Name of the college/university and telephone # of the registrar or the records office.
- * Verification letter from the registrar's office at the college/university including your SS# (school ID #) and the telephone # of the contact person at the registrar's /record's office. This letter must be in sealed envelop.
- * Verification from degreeverify.com or degreechk.com
- * Nurses and physicians
Are required to provide us with a copy of their practice license, and the telephone # for confirmation of the validity of license?
- * For any other certificate or diploma, we need to know the place of training and the telephone # of contact person.
- * A prepaid return envelop (only Fedex, DHL or Express mail)

For more information please call Mr. Raddah Al Otaibi at 202 298 8840
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