



المدرسة الآسيوية الدولية الخاصة

ASIAN INTERNATIONAL (P) SCHOOL

AIS RWS /PARENTS/2024-25/57

21st December 2024

CIRCULAR NO. 57
PROCEDURE FOR OBTAINING EQUIVALENCY CERTIFICATE
FOR POST-GRADUATE STUDIES

Dear Students and Parents,

Greetings!

As our Grade 12 students prepare for the next stage of their academic journey, we aim to provide a smooth process for obtaining necessary documents for university admission. Please follow the steps outlined below to ensure that all requirements are met in a timely manner.

Steps to Follow:

1. Research University Requirements

- Understand the university interests of the student.
- Visit university websites for detailed information on admission and application documents required.

2. Identify ADEK Services via TAMM

After reviewing the university requirements, determine which of the following services provided through ADEK's TAMM platform are needed:

- **Attested School Report Card**
After the release of the final marks, request an attested school report card through TAMM.
- **School Completion Certificate**
Request a 'To Whom It May Concern' school completion certificate indicating successful completion of secondary school.
- **Attested Sequential Study Transcript**
Request an attested sequential study transcript, showing academic progression in private school.

3. Ensure All Obligations Are Fulfilled

Before proceeding, ensure the following:

- All fees are cleared.
- Any outstanding equipment (e.g., laptops) is returned.



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4. Additional Steps Based on University Requirements:

Requirement	Action
Attested School Diploma	If required by the university, obtain a printed copy of the school diploma and submit for attestation at ADEK's Customer Happiness Center.
Equivalency Certificate (UAE)	If studying in the UAE, apply for the Equivalency Certificate to verify that qualifications meet the Ministry of Education's standards.
Equivalency Certificate (Outside UAE)	If studying outside the UAE, apply for the Equivalency Certificate via the Ministry of Foreign Affairs and International Cooperation (MOFAIC).

5. Additional Attestation Requirements

- For students planning to study abroad, an attestation from the embassy of the host country may also be required. Please verify this with your selected university.

A copy of the letter to parents by ADEK is attached herewith for your reference. Parents can directly access the websites for the above purposes through the link or by scanning the QR code.

If you face any challenges or need further clarification, for any inquiries, feel free to contact ADEK at 02 6150 000.

We wish all students the best of luck in their future academic endeavors!

Best Regards,



ANZAR ABDUL SALAM
PRINCIPAL



AY: 2024 - 2025