

Requirement 5a- Student documentation submission form

The following checklist is required to be completed by all HEP's for each individual student who wish to have their Certificates attested

Name of Higher Education Provider		Name of Student	
Student ID number		Name of Graduating Program	
If you are employed, who is your current employer?		What is your current position?	
If you are in further education, please provide details of your studies.			

Please complete the following information for each document submitted.

Document	Qty.	Original / True Copy	Needs Stamping? (Y/N)	Where do you need the Stamp? (Front OR Back)
Academic Qualification Certified				
Transcript				
Replacement Document				
Letter from HEP				
Other				

Undertaking	By signing below, I hereby authorize the release of documents to KHDA from my institution on my behalf for the purposes of attestation
Print name	Signature of Student

Checklist requirements:		Submitted	For official use only
	The following documentation is required to be submitted to the KHDA to attest student documents and certificates.		
1.0	Student Passport Copy		
1.1	Original transcripts		
2.0	Original Certificate or letter		

Notes:

- KHDA reserves the right to call for any extra documents as required.
- KHDA reserves the right to call for original passports for verification purposes.