# Request Form for Students with Conditional Secondary School Certificate Equivalency

Some admitted students are required by the UAE Ministry of Education (MOE) to complete specific courses at AUS in order to be granted a certificate of equivalency for their secondary schooling. Upon completion of those courses, students can use this form to request a letter from AUS that verifies to the MOE that the required courses have been successfully completed.

- Please **complete every field** in this form and submit it to the Office of the Registrar or email it to [TranscriptsAndLetters@aus.edu](mailto:TranscriptsAndLetters@aus.edu) requests with incorrect or incomplete information cannot be processed.
- Next, please complete the payment. For AUS accepted payment methods please visit [www.aus.edu/sites/default/files/accepted_forms_of_payment_at_aus_jan_2022.pdf](http://www.aus.edu/sites/default/files/accepted_forms_of_payment_at_aus_jan_2022.pdf). The fee for this request includes 5% VAT.
- Please note that this letter is provided only in Arabic. To verify the Arabic version of your name, please attach a copy of your Emirates ID or AUS ID.
- Letters not collected within 90 days will be destroyed.
- **When you receive your certificate of equivalency from MOE, remember to email it to infodesk@aus.edu to have your admission hold released.**

---

<table>
<thead>
<tr>
<th>Full name</th>
<th>Father or Middle</th>
<th>Family/Surname</th>
<th>MOE required courses completed</th>
<th>Gender:</th>
<th>Number of Copies</th>
<th>Total Amount to Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>First</td>
<td></td>
<td></td>
<td></td>
<td>M❑ F❑</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Present College/School</th>
<th>Present Major (and concentration if any)</th>
<th>Present Minor (if any)</th>
<th>Service</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Please select one of the following services:
  - 3 Working Days’ Service (AED 15.75 per copy)
  - 24-Hour Service (AED 36.75 per copy)

- **Send by**
  - By hand
  - Courier (AED 94.50)

  Service time does not include delivery time by courier. Address and telephone number of the recipient are required (see below).

- **Address of Recipient**

- **Recipient’s telephone number (required)**

---

**Special Instructions**

_____________________________________________________________________________________________________________________

_____________________________________________________________________________________________________________________

_____________________________________________________________________________________________________________________