AUS | American University of Sharjah

OFFICE OF THE REGISTRAR

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 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. 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.**

Full name _____   _____   _____   Gender: M❑   F❑
        First   Father or Middle   Family/Surname   (mark appropriate box)

_____   **_____**   _____ الاسم الكامل
      العائلة   إسم الأب   الاسم الاول

_____   _____   _____
  Present College/School   Present Major (and concentration if any)   Present Minor (if any)

_____   _____   _____
   Student ID   Mobile No.   Nationality

MOE required courses completed			
Service	❑ 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).		
Number of Copies		Total Amount to Pay	AED

Special Instructions _____

_____

Student's Signature	_____/_____/_____ DD MM YYYY

Address of Recipient

_____

_____

_____

_____

Recipient's telephone number (required)

_____