



A self-assessment guide for students studying the British curriculum on the possibility of obtaining a grade 12 equivalency letter at the end of the year

Dear student / Grade / School /
the equivalence letter at the end of grade 12 is a compulsory requirement to register in universities. After the announcement of the grade result, visiting us with all requirements of the equivalency is our highest goals, and to achieve this we put in your hands a guide leads you to evaluate If you receive an equivalent letter or to whom it may concern with the missing requirements to submit to the university, we ask you to answer these questions

Section 1:				
#	questions	Yes	No	Notes
1	Do you have the final school report for grade 10 , "original or "true copy"?			If your answer no, please, see your school administration
2	Is it attested with (center stamp & Shj zone AED 18 fees)?			
3	Is report 10 include the result of Islamic Education (for Muslim) and Arabic?			
4	Do you have the final school report for grade 11 , "original or "true copy"?			
5	Is it attested with (center stamp or Shj zone AED 18 fees)?			
6	Is report 11 include the result of Islamic Education (for Muslim) and Arabic?			
7	Is your passport valid?			If your answer no, please hurry renew it
8	Is your visa valid (for incoming students only)			
9	Do you have the final school report for grade 12 (original or true copy) attested and contain Islamic (for Muslim) & Arabic result?	delay this question until you receive the report		

Section 2:				
#	questions	Yes	No	Notes
10	did you study the OL in Grade 11?			If you answered no, do not read the rest of the questions rather visit our center or your school
11	Do you have an IGSCE certificate , original or true copy?			
12	Is it attested (center stamp & Shj zone AED 18 fees)?			If you answered no, see your school administration
13	The certificate has 5 OL subjects and with a minimum score E? (Note: Arabic and Islamic subject are not considered an OL subjects.)			
14	Do you have a GCE certificate , original or true copy?			
15	Is it attested (center stamp & Shj zone AED 18 fees)?			
16	Have you started studying AS or AL in Grade 12?			
17	The minimum score of AS two subjects or AL one subjects is D. (note: Arabic and Islamic subjects are not counted as AS or AL)?			

Evaluation

* If you answered Yes to all the above questions, you are eligible for an equivalency letter. Once you have completed your requirements, visit us at our center (opposite to Halwan Cooperative Society) and with all requirements (written in bold and underlined in question 1,4,7,8,9 , 11,14)

* If you answer No to one of the questions of the first section, you are not eligible to get an equivalent letter or to whom it may concern until your all requirement is met.

* If you answer No to any of the questions in Section 2, you are eligible for a letter to whom it may concern, visit us with all the previous requirements.

18	What language do you prefer to extract the equivalency letter? I would like to extract the equivalent letter in Arabic Language English Both languages number of copies () Notice: The fees for attesting equivalency letter is AED 53, and the fees for the letter of to whom it may concern is 18 AED.
19	Write your name according to your passport carefully and match it in terms of letters, dots and vowels, if any, and do not forget to review it My name is in Arabic: My name is in English:

Note: Bringing the evaluation guide with you to fast serve you , With our wishes for you success, the family of the Customer happiness center in Sharjah

For inquiries please contact us on the following numbers: 065077508, 065077570, 06/5077567