



Guide to Legalising Education Awards for Qatar



In June 2016 the state of Qatar made changes to the way they legalise documents, in particular Diploma and Degree Certificates. Every Education Certificate at Diploma level or above being attested for Qatar now requires both a transcript of results and a cover letter as supporting evidence alongside it. To find out what these documents are and what they must include, we've created this helpsheet.



ORIGINAL
CERTIFICATE



SUPPORTING
DOCUMENTS



For all education certificates that are Diploma level 5 or above, a university letter and transcript of results is required. For a full list of all affected award levels see [our full guide here](#). All 3 documents must be certified, Apostilled at the Foreign, Commonwealth and Development Office and stamped at the Qatar Embassy individually.

The format of the supporting letter itself is not important, providing the necessary information is included. Each point listed below must be referenced clearly and accurately, as if any information is not worded correctly, is omitted or ambiguous, **it could be rejected**. If it is rejected, you will need to obtain a new letter and have this **Apostilled again at an additional cost**.

LETTER CRITERIA

- Qualification authenticity
- Mode (full or part time) and proximate (face to face/distance)
- Place of study and place where examinations were held
- Awarded title i.e. Degree (BA or BSc) Masters or Phd
- Duration of course studied
- Actual dates of study (start and end date)



TRANSCRIPTS

If you contact the university and you are advised that they are unable to supply a transcript of results, this can still be processed. However, the letter that the university provides **must clearly state that a transcript can not be supplied** and the reason why.



DISTANCE LEARNING

If your course was an online or distance learning course, this **will not be accepted** by the state of Qatar. At least 70% of a course must be studied on campus in a face to face setting to qualify.

PLEASE NOTE: A certified copy of your education award from your college or university is not acceptable for legalisation in place of your original certificate. If you do not have your original you will need to request a replacement from the awarding body.

Next stages of legalisation when you reach Qatar

Once the stages of legalisation are completed in the document's issuing country, you will need to have a final stamp once you reach Qatar in order to have the document verified for acceptance in-country. This is done at the Ministry of Foreign Affairs (MoFA) in Doha.

In some cases, you may also need to have the document translated, though whoever you are presenting the document to will be able to advise you on this.

FAQs

What is classed as “distance learning”?

If you studied a course online or any other method where you didn't regularly attend on-campus learning, this is classed as a distance learning course. If you spent part of your course in work experience, this could also count as distance learning, though this depends on the circumstances.

What happens if I submit my letter to the Qatar Embassy and it's rejected?

If you submit your letter and the wording isn't accepted by the consulate, you will need to go back to your college or university and ask for an amended version. As you must have your document Apostilled before the embassy stage, however, you will need to have the new letter re-processed before you can re-submit it to the embassy. It's therefore very important to ensure it is correct first time, to save you money and time.

Will a standard verification letter from my university do?

Some universities offer a service where you can request a letter online which will verify your attendance and degree authenticity. These are usually simple template letters which contain basic information about your award and do not include the detailed information required for the Qatar Authorities. If you are unsure, it's always best to contact Student Services beforehand.

Are university letters free?

This depends on the institution. Most will provide this document for free, though some do make a charge. Get in touch with Student Services at your university to ask about any possible fees associated.



Legalising other documents for Qatar

If you need any additional documents legalising for use in Qatar, make sure you check the requirements for each type individually, as they won't necessarily follow the same process. There may be different requirements for each of your certificates or documents, so to avoid any rejections and re-processing, make sure you clarify the steps before you start.

Need help with your legalisation?

Still feel like you need help? If you'd like one of our friendly team to assist you with the process, just get in touch. We have been dealing with the London Embassy network since 2006 so we can help get your documents processed and accepted. First time. We're so confident that we offer a 100% Acceptance Guarantee!

[Get in touch](#)