



### **Instructions for Authentication of Certifications Issued by U.S. Academic Institutions**

The Kurdistan Regional Government of Iraq (KRG) Representation in the United States (KRG-USA) is able to authenticate certifications (e.g. university diplomas, transcripts, et cetera) issued by US institutions for the following individuals:

- Residents of the Kurdistan Region of Iraq who have studied in the US under KRG-sponsored programs and fellowships
- Residents of the Kurdistan Region who have graduated from US educational institutions, including private students
- Non-residents of the Kurdistan Region who graduated from US educational institutions and require authentication in order to work in the Kurdistan Region

Please note that the KRG-USA does not authenticate any of the following:

- Diplomas issued by unaccredited educational institutions
- Non-academic certifications including technical training, professional certificates, or certificates of excellence/distinction
- Diplomas issued by of universities or colleges, where the study is entirely online, as instructed by the Ministry of Higher Education and Scientific Research (MOHESR) in Iraq

#### ***Documents Required for Authentication***

The KRG-USA is only able to accept certifications that have been authenticated by the United States Secretary of State in Washington, DC. For instructions on how to have your documents authenticated by the United States Secretary of State, see the section below under the heading Having Your Documents Authenticated by the Secretary of State.

In order to have your documents authenticated by the KRG-USA, please include the following documents with your application:

1. One (1) original diploma issued by the U.S. academic institution (i.e. your college, university)
2. One (1) copy of the original diploma that has been stamped by a notary public and authenticated by the United States Secretary of State.
3. One (1) official transcript issued by the U.S. academic institution (i.e. your college, university)
4. One (1) copy of the original transcript that has been stamped by a notary public and authenticated by the United States Secretary of State.
5. One (1) copy of your thesis or dissertation, if applicable. Please clearly indicate your name, institution, and degree.
6. One (1) completed Release of Academic Records Consent Form
7. One (1) completed Application Form for Authentication of Higher Education Certification



8. Money order payable to “Kurdistan Regional Government – Iraq; Representation in the United States” in the amount of \$5.00 for each document to be authenticated. We are unable to accept cash or check.  
*Please note: Students studying under a KRG-sponsored scholarship are exempt from this fee*
9. One (1) photocopy of state identification showing name and date of birth (such as a passport or driver’s license)
10. A prepaid envelope addressed to the address where documents will be returned

*Please allow at least 7-14 business days for processing.*

***Having Your Documents Authenticated by the Secretary of State***

In order to have your documents authenticated by the United States Secretary of State in Washington, DC, you must have completed these steps the following order:

1. Have the copies of your transcript and diploma notarized by a notary public
2. Have the notarized transcript and diploma certified by the County Clerk in the county where the notary public is commissioned
3. Have your documents certified with Apostille Certification by the Secretary of State of the state or commonwealth that the County Clerk is located in
4. Present your certified documents to the United States Secretary of State in Washington, DC. You may do this in person or by mail.

In person:

Office of Authentications  
U.S. Department of State  
600 19th Street, NW  
Washington, DC 20006

Drop off hours  
8:00 AM to 9:00 PM  
Monday-Friday

Appointments available by calling 202-485-8000

Mailing Address:

Office of Authentications  
U.S. Department of State  
CA/PPT/S/TO/AUT  
1st Floor  
1150 Passport Services PL  
Dulles, VA 20189-1150



## Application Form for Authentication of Higher Education Certification

Please print clearly in CAPITAL LETTERS. All fields are required.

### *Institution and Certification Information*

High School  Institute  Bachelors  Masters  Ph.D.  Other: \_\_\_\_\_

Institution Name: \_\_\_\_\_

Issuing College/Dept: \_\_\_\_\_

Field of Study: \_\_\_\_\_

Graduation Date: \_\_\_\_\_

County: \_\_\_\_\_ State: \_\_\_\_\_

Did your certification require a dissertation/thesis? :  Yes  No

If so, have you included a copy?  Yes  No

### *Personal Information*

Full Name: \_\_\_\_\_

Date of Birth (dd/mm/yyyy): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Full Address (applicant or/and representative):

Street: \_\_\_\_\_ Apt#: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number (Cell): \_\_\_\_\_

Phone Number (Land): \_\_\_\_\_

Email: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Application Date (dd/mm/yyyy): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_



## Release of Academic Records Consent Form

This form authorizes the full release of my academic records to the Kurdistan Regional Government of Iraq Representation in the United States, located in Washington, DC.

Please print clearly in CAPITAL LETTERS. All fields are required.

### *Institution Information*

Institution Name: \_\_\_\_\_  
Institution Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

### *Personal Information*

Applicant Full Name: \_\_\_\_\_  
Date of Birth (dd/mm/yyyy): \_\_\_\_/\_\_\_\_/\_\_\_\_  
Social Security Number: \_\_\_\_\_-\_\_\_\_-\_\_\_\_  
Degree Granted: \_\_\_\_\_  
Issuing College/Dept: \_\_\_\_\_  
Field of Study: \_\_\_\_\_  
Date attended from (dd/mm/yyyy): \_\_\_\_/\_\_\_\_/\_\_\_\_  
  
Applicant Signature: \_\_\_\_\_  
Date (dd/mm/yyyy): \_\_\_\_/\_\_\_\_/\_\_\_\_