

Administrative Resolution No. (49) of 2022
Concerning the Requirements, Rules, and Procedures for
Attesting Academic Certificates and Transcripts of
Students in Private Schools¹

The Director General of the Knowledge and Human Development Authority,

After perusal of:

Law No. (2) of 2021 Concerning the Knowledge and Human Development Authority in Dubai; and
Executive Council Resolution No. (2) of 2017 Regulating Private Schools in the Emirate of Dubai,

Does hereby issue this Resolution.

Definitions

Article (1)

The words and expressions mentioned in this Resolution will have the same meaning assigned to them in the above-mentioned Executive Council Resolution No. (2) of 2017.

Requirements and Rules for Attesting Academic Certificates and Transcripts

Article (2)

The Academic Certificates and transcripts of a Student in a Private School will be attested subject to the following requirements and rules:

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¹*Every effort has been made to produce an accurate and complete English version of this legislation. However, for the purpose of its interpretation and application, reference must be made to the original Arabic text. In case of conflict, the Arabic text will prevail.*

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1. The Student must be registered on the electronic system of the KHDA.
2. The Academic Certificate or transcript of the Student must be issued by a Private School in the Emirate.
3. The Academic Certificate must contain the information of the Student and his academic attainment.
4. The information stated in the Academic Certificate or the transcript must be identical to the information in the official records maintained by the KHDA and the Private School.
5. The Academic Certificate must be issued on the official form adopted by the Private School.

Procedures for Attesting Academic Certificates and Transcripts

Article (3)

When requesting the attestation of Academic Certificates and transcripts of Students in Private Schools, the following procedures will be followed:

1. An application will be submitted to the KHDA through the electronic system adopted by the KHDA for this purpose.
2. The KHDA will consider the application, and the documents attached thereto, to verify that the applicant has fulfilled all the requirements and rules stipulated in Article (2) of this Resolution. The KHDA may request any additional information or documents it deems necessary.
3. The KHDA will issue its decision on the application within two (2) working days from the date of its submission. Where the application is rejected, the KHDA will notify the applicant of the reasons for rejection.
4. Where the application is approved, the applicant will be instructed to pay the prescribed fees, whereupon the KHDA will proceed with and complete the attestation of the Academic Certificate or transcript.

Publication and Commencement

Article (4)

This Resolution will be published in the Official Gazette and will come into force on the day on which it is published.

Dr. Abdullah Mohammed Al Karam

Director General

Knowledge and Human Development Authority

Issued in Dubai on 6 October 2022

Corresponding to 10 Rabi al-Awwal 1444 A.H.