

**Before you start** make sure that your name in your International Baccalaureate Diploma (IB Diploma) documents is exactly the same as that in your valid Passport. You must retain the same nationality and passport name for the duration of the programme in RCSI-Bahrain.

**What is Authentication of Documents and why is it needed?**

Academic qualifications intended for use in another country must be “authenticated” or “legalized” in order to be recognized as valid in that country. The Higher Education Council (HEC) Bahrain requires all students commencing studies in Bahrain to obtain authentication of their High School/Secondary Transcript, Diploma and Degrees.

**You are required to submit the following**

<p><b>Completed in Bahrain</b></p>	<ul style="list-style-type: none"> <li>• All High School documents – Stamped from the Ministry of Education (Bahrain) – Private Education Directorate</li> <li>• Original IB Transcript and Diploma - Stamped from the Ministry of Education (Bahrain) – Private Education Directorate</li> <li>• Original Equivalency Letter from the Ministry of Education (Bahrain) – Private Education Directorate (check with your school as they may process this for you)</li> </ul>
<p><b>Completed outside of Bahrain</b></p>	<ul style="list-style-type: none"> <li>• Original IB Transcript and Diploma</li> <li>• An Equivalency Letter (where available) and/or stamp from the Ministry of Education in the country where you completed your IB Diploma</li> <li><b>Note: If you have completed your studies in the GCC and obtained the Ministry of Education stamp, the steps mentioned below are not required.</b></li> <li>• Stamp from Ministry of Foreign Affairs and Bahrain Embassy in the country where the IB Diploma was completed.</li> <li>• Stamp from the Ministry of Foreign Affairs in Bahrain.</li> </ul>
<p><b>Alternative Option</b></p>	<ul style="list-style-type: none"> <li>• IB offers an Apostille service, the above can be attested using Apostille. You can request this service through your IB Coordinator from School or via the IB website (Link added below).</li> <li>• <a href="https://www.ibo.org/programmes/diploma-programme/assessment-and-exams/getting-results/certificates-and-legalization-faq/">https://www.ibo.org/programmes/diploma-programme/assessment-and-exams/getting-results/certificates-and-legalization-faq/</a></li> </ul>

**NOTE:** We can have the attestation by the Ministry of Foreign Affairs in Bahrain done on your behalf however there is a cost associated with this. Please contact [attestbahrain@rcsi-mub.com](mailto:attestbahrain@rcsi-mub.com) if you wish to avail this.



**Please note that these guidelines are subject to change at the discretion of external authorities such as the Higher Education Council (HEC) Bahrain, Foreign Affairs office, etc.**