

## PROCEDURE FOR STAFF APPROVAL

Dear Staff,

This is to inform you, the steps involved for getting approval from MOE.

You are requested to follow the instructions carefully to successfully complete your MOE approval.

### I. ATTESTATION:

1. Attestation of Grade 10, Plus Two Certificate and Bachelor's Degree Certificate(Main Degree after Plus two)
2. a. Attestation from your country's embassy (In your country OR Embassy of your country in UAE)  
b. Attestation from UAE Embassy in India OR In UAE
3. Attestation of Experience Certificate (Only for KG Staff)

### II. GENUINITY:

Submit below mentioned documents **at IVS Global Consultancy, Oud Mehta, Dubai**

1. Copy of attested Degree Certificate
2. Copy of Mark List of your Bachelor's Degree
3. Transcript of your Degree (If Possible)
4. Passport Copy
5. Original Degree Certificate(You may be asked)

### III. EQUIVALENCY:

After receiving your Genuinity Certificate, you will have to submit the following documents to Ms. Sara to apply for Equivalency through online.

1. ID, VISA & PASSPORT(Valid)
2. Plus Two Mark List & attested Certificate
3. Attested Degree Certificate
4. Mark List of Bachelor's Degree
5. Genuinity Certificate(Recd. from IVS Global)
6. Exit and Entry List from Emigration Office, Fujairah
7. Copy of First Entry Stamp in the Passport

### IV. APPROVAL:

After you receive your Equivalency Certificate on your mail, you'll need to send these documents to Ms. Sara through mail. **(ie. saratalha2016@gmail.com)**

1. ID/VISA/PASSPORT (Valid)
2. Equivalency Certificate Copy
3. Attested Bachelor's Degree + Mark list
4. Passport Photo
5. NOC Letter from Sponsor(From Ur spouse)

Ms. Sara will receive an Approval Letter on her mail which will be forwarded to you.

Regards

Principal

### ATTESTATION

Attestation of Certificates from your **Country's Embassy & UAE Embassy:**

- Plus Two Certificate
- Bachelor's Degree Certificate

### GENUINITY

Submit all documents at **IVS Global Consultancy, Oud Al Mehta-Dubai)**

### EQUIVALENCY

Bring all documents to **Ms. Sara to apply Online**

### APPROVAL

Submit all documents through Mail to **Ms. Sara**

**Ms. Sara will receive approval mail which will fwd to you**