Verify Higher Education Awards Using The E-service of MoHERI

ONLINE SERIVICE

Cultural Attache's Office J.M

Register / Sign in

ONLINE SERVICE

Submit an E-Request

All documents provided

Yes → ✅ **Passes the requirements check**

No → ❌ **Does not pass the check:** Returned for correction → Complete and Update

Required Documents (in soft copy)

- Passport
- Certificate of Graduation or Letter of Award
- Official Transcript
- Authorization Letter

2 - 6 weeks

Cultural Attache's Office J.M

Verification

Verify with the issuer

Reply received

No reply → Send reminder or Reject

✅ **Passes the requirements check** → **Attestation Approve**

❌ **Does not pass the check** → Reject or Send to MOHERI

Frequently Asked Questions (FAQ)

About the Attestation (Verification) Process

Attestation of Academic Awards

Q1. Are original documents required for the attestation process?

- No, original documents are not required. A scanned PDF soft copy of the original is sufficient.

- Do not send original documents to the Cultural Attaché's Office (CAO) in London by post or any other service.

- The CAO is not responsible for lost or damaged documents.

Q2. Do applicants need to visit the CAO premises to apply for attestation?

- No, the process is entirely online through the Ministry of Higher Education, Research, and Innovation (MoHERI) E-portal:
  [MoHERI E-portal](#)

Q3. Can applicants send documents to the CAO by email?

- No, all requests must be submitted through the MoHERI E-portal. Submissions via email or telephone will not be accepted.

Q4. Does the CAO provide status updates?

- No, the CAO will contact applicants only if there is an issue with their academic file or if additional fees or requirements are necessary.

- Status updates are not provided via email or telephone.

How to Apply for Attestation

Q1. How do I apply?

- Submit an electronic request via MoHERI's system (E-portal) known as ASAS:
  [ASAS Portal](#)

Steps to Apply:

If you already have an account:

1. Visit [MoHERI's Website](#)

2. Click on Student E-services: [Student Signup](#)

3. Log in with your National ID and password.

4. Navigate to the Student Requests tab.

5. Select your request and follow the system instructions.

6. Register a valid private email address (not a university email) to receive updates.

If you do not have an account:

1. Visit MoHERI's Website

2. Click on Student E-services: Student Signup

3. Read the instructions under "How to Use the Service."

4. Complete the required information.

5. Follow the system prompts to access the correct page for attestation, continued study, or equivalence.

6. Register a valid private email address (not a university email) for updates.

For Foreigners

Q1. Do foreigners need to attest their academic awards for employment in Oman?

- Yes, all foreigners must attest their academic qualifications starting from the bachelor's degree and above.

Q2. How can foreigners apply for attestation?

- Register on the MoHERI E-portal

- Submit the application via the E-portal.

- Apply separately for each academic award.

- Fees apply; details are available on the MoHERI E-portal.

Required Documents for Attestation

Submit PDF soft copies of the following documents:

1. Passport (information page).

2. Graduation certificate (Level 3 and above).

3. Official transcript covering the full study period.

   o PhD applicants must provide a transcript or a "Record of Academic Achievement" letter.

4. Authorization letter:

   o Download the form here: <u>Authorization Form</u>

Important Notes:

- Authorization letters are valid for two months from the submission date.

- Ensure the name on the authorization matches university records.

- Verify specific authorization requirements with your university.

Incomplete Applications:

- Requests with missing or incorrect documents will be rejected.

- Requests marked "Sent for Correction" must be updated within three months or will be automatically rejected.

- Delays due to corrections can significantly extend processing times.

Attestation Process

1. The CAO reviews requests submitted via the E-portal.

2. Incomplete requests are marked "Sent for Correction."

3. Valid files are sent to the issuing institution for verification of awards and transcripts.

4. Additional clarifications may be requested.

5. Upon successful verification, the attestation file is approved.

Processing Timeline

- The process typically takes 2-6 weeks after the CAO receives a complete application.

- Processing times depend on the workload of the issuing institution.

Checking Status:

- Monitor your E-portal account and email for updates.

Delays:

- If the process exceeds 10 weeks, email the CAO to follow up.

Multiple Awards

- Submit separate attestation requests for each award.

- Do not apply for the same award more than once; duplicate requests will be rejected.

Levels of Study

Q1. What levels of study require attestation?

- Awards from Level 3 (A-Level or equivalent) and above require attestation.

Q2. Does the Foundation Year require separate attestation?

- No, it is part of undergraduate studies.

Next Steps: Equivalence

Difference Between Attestation and Equivalence:

- Attestation (تصديق): Verifies document authenticity and is managed by the CAO.

- Equivalence (معادلة): Assesses qualification recognition and level, managed by MoHERI's Qualifications Recognition and Equivalence Department in Oman.

- **Note:** Certificates are issued only for equivalence, not for attestation.

Legalization of Documents

Q1. Does the CAO stamp documents?

- No, documents are not stamped by the CAO.

- For international recognition, use the Apostille service. Oman is a member of the Hague Apostille Convention.

Ratification of School Documents

Q1. How can school documents from the UK/Ireland be ratified?

- Send scanned copies of the original documents to the CAO via email:
  j.myftari@omanembassy.org.uk
- Ratified documents will be returned using the same service.