



# A Guide to Attestation

For many visa applications it is required to have your documents attested - after you have accepted a job your school should tell you which documents you will need to provide and which will need to be attested. You should also clarify whether the copy or the original document needs to be attested. If they have not, please ask them - each school is different so you need to make sure you have the right list of documents from the school as otherwise it can be costly.

There are three steps to the attesting process...

1. **Notarisation** - this is completed to show the copy of your degree is a true and legal document within your country.
2. **Authentication** - this is completed to show that your country recognises this as a true and legal document and so will be accepted by Embassies within your country.
3. **Attestation** - this verifies that the Embassy of the country you are going to recognises this as a true and legal document so your new school can apply for your work visa.

It sounds confusing, but as long as you follow each step it should be a problem. So, here goes:

**Notarisation** - **Find a Notary Public** (they must be a licenced notary public and not just a solicitor as otherwise it may be rejected) and ask them to copy and notarise your documents.

**Authentication** - You need to **contact the Department of Foreign Affairs** within your country and clarify the process with them. Sometimes the Notary Public can do this for you.

**Attestation** - Once your documents are back from the Department of Foreign Affairs, you need to **send them to the Embassy/Consulate of the country you are going to**. Again, it is best to ring them to clarify what is needed and whether you need to attend in person.

For example:

If you live in the UK and are moving to the UAE, you need to contact the UAE Embassy in the UK.  
If you live in Ireland and are moving to China you need to contact the Chinese Embassy in Dublin.  
If you live in New Zealand, most of the Embassies are in Australia so click on this link to help:  
<http://www.mfat.govt.nz/About-the-Ministry/What-we-do/0-authentication-of-documents.php>

**The best place to get advice on attestation is not your Recruitment Consultant**, we cannot give legal advice and we can only state what has happened in the past, all questions should be directed to the Embassy. If you have not completed the authentication process correctly the Embassy may decline to stamp your documents and you may have to pay a further amount of money to repeat the authentication process.

Hopefully this explains the need for the process and gets you in the right direction of where to next.