



## DOCUMENTS AND INFORMATION NECESSARY FOR AN EVALUATION OF CREDENTIALS

Educational institutions, government offices and private companies, wanting to request a credentials evaluation, should see to it that the following documents and information arrive at the Department of Education of Aruba:

### **Everyone**

- An evaluation request that is signed by a representative of the educational institution, government department or private company, which is requesting the evaluation, and the diploma holder, who is granting his/her authorization to the institution to request an evaluation and to receive its results;
- the desired function or course of study and the requirements thereof;
- a copy of a valid identity card of the diploma holder, such as an Aruba identity card, driver's license or passport;
- a copy of the diplomas and corresponding grading lists certified by the (foreign) educational institution(s) issuing the documents;
- a curriculum vitae (résumé) i.e. work and/or educational history;
- a copy of the request the diploma holder sent abroad to the (foreign) educational institutions requesting the certified documents.

### **For the position as primary or secondary schoolteacher**

- The grade and subject(s) in which will be taught.

### **For further studies**

- The desired course of study and admission requirements for registration for further studies.

**ATTENTION:** The diploma holder must see to it that all the documents in languages other than Papiamentu, Dutch, English or Spanish, be translated by a sworn translator into one of the four aforementioned languages. Keep in mind that the time of reply from abroad varies by country and by institution. It can vary from a couple of weeks to a couple of months. The department of education will start the evaluation process only after all required documents have been received. Therefore it is important to request the documents on time.

**WARNING:** The Department of Education of Aruba will approach the educational institutions for the verification of documents when questions arise regarding the authenticity of the (educational) documents. The alteration or falsification of documents will lead immediately to the cancellation of the evaluation and the institutions concerned will be notified in writing.

*Request for Certified Diploma('s) and Academic Transcript(s)*



## Request for a Certified Copy of Academic Records and Diploma(s)

**Note to Applicant** (Please Print or Type): It is the responsibility of individual applicants to have a certified copy of their academic records and diploma(s) forwarded to the Department of Education of Aruba. Please complete the top part of this form and submit it to the registrar/controller of examinations/or other authorized official at the academic institution(s) where you obtained your credential(s). Print additional copies of this form if necessary.

<u>APPLICANT INFORMATION</u>	Name on Educational Records (if different)
Last/Family Name:	
First/Given Name:	
Middle Initial:	
Date of Birth (dd/mm/yyyy):	
Name of Educ. Institution:	
Degree(s) obtained:	
Month and Year awarded:	
Major:	

I, (name)

authorize the release of my academic records to the Department of Education of Aruba.

Applicant's Signature:

Date:

**Note to Authorized Official:** The above-named individual seeks to have his/her credentials evaluated and requests that a certified copy of his/her academic record /statement of marks and diploma(s) be released to the Department of Education of Aruba. Please complete this form, place the form and academic record in an envelope, and send it directly to the Department of Education of Aruba at the address below.

Name of Official completing the form:	
Title / Function:	
Name of (Educational) Institution:	
Address:	
City and Country:	
Telephone:	
Fax:	
Email a/o URL (website):	

Degree(s) obtained (if applicable):	
Date(s) Awarded (month/year):	
Authorized signature and seal:	