



Dream Canadian School

June 2012

To our new Canadian staff,

You are required by the Egyptian Government to have your **Canadian Educational Documents** (diplomas & certificates) authenticated in Canada.

Before coming to Egypt we ask that you do one of the following:

I. Visit Authentication and Service of Documents Section (JLAC) at Department of Foreign Affairs and International Trade in Ottawa personally with your documents and passport for authentication.

or

II. Put the following into an envelope:

1. A copy of your passport

2. The original **educational documents** you have that were issued by a **Canadian** education facility.
These must be certified true copies of university or college degrees or transcripts, signed and sealed by the relevant Office of the Registrar or a Canadian lawyer, notary or commissioner of oaths. A full signature, name and title must appear on the document.

3. A pre-paid self addressed courier envelope to have the documents returned to you

Courier the original documents to:

Authentication and Service of Documents Section (JLAC)
Department of Foreign Affairs and International Trade
135 Sussex Drive, Ottawa, Ontario, Canada
K1A 0G2
Tel (613) 995-0119 Fax (613) 944-7078

Please include a covering letter indicating your address and outlining your specific requirements. The Department of Foreign Affairs and International Trade in Ottawa will return your documents back to you by courier (**remember to provide them with a prepaid self addressed envelope from the courier company you use**). Expect the documents to be returned to you within three weeks.

Thank you for your cooperation,

Andre Wenger
Administration Director