



Dubai International Private School - BR.

DIPS, in partnership with parents and community, strives to ensure all students are digitally literate, lifelong learners, productive citizens and nurture their well-being in an inclusive learning environment.

"Empowering Minds, Inspiring Hearts, Shaping the Future"

"تمكين العقول، إلهام القلوب، تشكيل المستقبل"



STEP-BY-STEP PARENT & STUDENT GUIDE

KHDA Report Card Attestation for Grade 12 Students

How to attest your Grade 10, 11 & 12 report cards online — required for the American Diploma Equivalency application through the Ministry of Education.

⚠ Important: All three report cards (Grade 10, Grade 11, and Grade 12) must be attested separately through the [KHDA Student Online Attestation portal](#) before submitting your Ministry of Education equivalency application.

You can start right away with your Grade 10 and Grade 11 report cards. For Grade 12, you must wait until you receive your **final official transcript from school after graduation** before submitting the attestation request. Please begin this process **early** to allow sufficient processing time.

ATTESTATION PROCESS – 4 STEPS

Step 1 Log In & Submit the Attestation Request

Student / Parent / Guardian

Visit the **KHDA Student Online Attestation portal** using the direct link below and log in using your **UAE Pass** account. Submit a separate attestation request for each report card (Grade 10, 11, and 12).

[Open KHDA Attestation Portal](#)

- Use UAE Pass (the national digital identity) to authenticate — no other login is accepted.
- Upload a clear, legible scan or photo of the original report card for the relevant grade.
- Ensure the student's full name, Emirates ID, and school details are accurately entered.
- Repeat this process three times — once for each grade-level report card.

Step 2 School Initial Review

School (DIPS – BR)

After submission, our school registrar receives the request and performs an initial review to verify the submitted data against our official records.

- The school confirms the student's identity, grades, and enrollment history.
- Accuracy of the uploaded document is checked against the school's official copy.
- If any discrepancy is found, the school will notify the parent/student to re-submit with corrections.
- Allow up to **3–5 working days** for the school review stage.

Step 3 KHDA Final Review & Approval



Once the school approves the request, **KHDA (Knowledge and Human Development Authority)** conducts the final review and officially approves the attestation request, provided all submitted information is accurate.

- KHDA may contact the school directly for further verification if needed.
- Track your request status at any time through the KHDA portal using UAE Pass.
- Allow additional **3–5 working days** for KHDA's review.

Step 4 Pay Fees & Receive Attested Certificate



Upon approval, you will be prompted to **pay the attestation fee** through the KHDA portal. Once payment is confirmed, the **electronically attested certificate** is issued and available for digital download.

- The attested document is issued electronically — download and save it securely.
- This attested certificate (for each grade) is then uploaded to the Ministry of Education portal for your American Diploma equivalency application.
- Keep digital and printed copies of all attested certificates.

FEE STRUCTURE (PER REPORT CARD)

Fee Type	Description	Amount
Service Fee	KHDA online processing fee	AED 120
Total per report card		AED 120

** Fee applies per report card. For three report cards (Grades 10, 11, 12) the total will be AED 360. Fees are subject to change; verify on the KHDA portal at time of submission.*

WHAT YOU NEED BEFORE YOU START



UAE Pass Account

Active UAE Pass account linked to your Emirates ID. Download the UAE Pass app if needed.



Emirates ID

Valid Emirates ID of the student and parent/guardian if submitting on their behalf.



Report Cards (Grades 10, 11, 12)

Clear scans or photos of the original, school-stamped report cards for each grade.



Payment Method


Credit or debit card for paying attestation fees online through the KHDA portal.

↓ WHAT COMES NEXT: MOE DIPLOMA EQUIVALENCY

Once all three report cards are attested by KHDA, the next step is to apply for the **American High School Diploma Equivalency** through the **Ministry of Education (MOE)**. **This equivalency is a mandatory requirement to join universities in the UAE.**

Under the American Curriculum section on the MOE portal, you will need to submit:

- Graduation Diploma
- **Grade 12 Transcript** (KHDA attested)
- **Grade 11 Transcript** (KHDA attested)
- **Grade 10 Transcript** (KHDA attested)
- **Pass 5 approved subjects** (Islamic & Arabic are not included in approved subjects)
- **English Proficiency Score:** EmSAT English 1100, or IELTS 5.0, or TOEFL iBT 61
- **Mathematics Score:** EmSAT Math 500 or SAT 1 Math 450

 **Note for Class of 2024–2025:** Students graduating this academic year are **exempt from the English and Mathematics test requirements**. If test requirements are not met, a limited equivalency outcome will be issued.

 [Open MOE Certificate Equivalency Portal](#)



Need Help? Contact the DIPS Counseling Office

For questions about your report cards, corrections, or school-side delays, please reach out to **Mrs. Nivin Rawda** at nivin.rawda@mydischool.com. For portal or UAE Pass technical issues, contact KHDA at **800-KHDA (5432)**.