



الملاحية الثقافية البحرينية - واشنطن  
BAHRAIN CULTURAL OFFICE D.C.

# Academic Authentication Guideline

---

EMBASSY OF THE KINGDOM OF  
BAHRAIN CULTURAL OFFICE IN  
WASHINGTON D.C



# Introduction

- Greetings from the Embassy of the Kingdom of Bahrain in Cultural Office in Washington D.C (BCOUSA)!
- Please ensure to follow the instructions **carefully** to guarantee a smooth processing of your request.
- For any questions or concerns, you may email us at: [advising@bahrainembassy.org](mailto:advising@bahrainembassy.org)



## Important Notice related to (COVID-19)

- Due to Coronavirus Pandemic, please be advised that the governmental documents attestation known as **apostille** (in the U.S ) will not be available.  
Accordingly, there will be **no processing fees**.
- The Bahrain Cultural Office will issue an electronic authentication confirmation to the Ministry of Education in Bahrain to complete the process swiftly.
- **PLEASE DO NOT TRANSFER THE AUTHENTICATION FEES**



# Prepare to submit your request

- To authenticate American & Canadian academic records (certificates and diploma) by the Embassy of the Kingdom of Bahrain – Cultural Office in D.C.; the **applicants** and **visa sponsors** in the Kingdom of Bahrain are required to submit authentication request via:

<https://bcousa.org/>

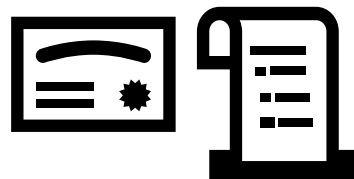
- Non-Bahraini applicants must apply for authentication through their visa sponsors in Bahrain.
- All Bahraini residency visa-sponsors must contact MOE Bahrain at:

**The Ministry of Education (MOE)**

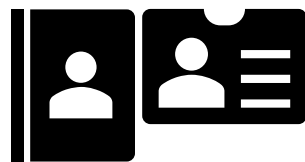
**The Directorate of Scholarships and Cultural Attaches Offices at:**

- ❖ ISA TOWN, ALESTAQLAL HI-WAY, Block #841, Building #1
- ❖ Tel: 971-17680090
- ❖ Fax: +97317680164
- ❖ Email: [scholarships.dir@moe.gov.bh](mailto:scholarships.dir@moe.gov.bh)

# Required Documents



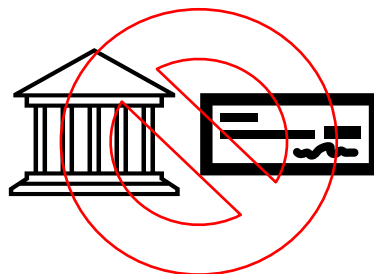
- University Diploma
- Courses' Transcript



- Passport & National ID
- US/ Canada Visa Page



- Authorization form
- Check last page



- Fees are not required during coronavirus pandemic

- **Kindly provide clear colored copies of all the above documents**



# The steps to submit authentication request via BCOUSA portal

- Login to the following website: <https://bcousa.org/>
- Follow the steps below carefully



# Important Notice

- If you are not registered with the Embassy of the Kingdom of Bahrain – Cultural Office in D.C.; please complete the registration form before submitting your authentication request. Registration link:

<https://forms.gle/gzH3H7cbiALMKxUE7> or [click here](#).

# Step 1 – download and fill the authorization form “highlighted link”:

Welcome!

HOME

NEW REQUEST

CHECK STATUS

CONTACT US



## BAHRAIN CULTURAL OFFICE WASHINGTON D.C.

Electronic Document Authentication System

### Authentication

The authentication procedure involves verifying and certifying the authenticity and the legality of an education document and its contents. The Cultural Office at The Embassy of The Kingdom of Bahrain in D.C. is responsible of the process of the authentication and legalizing all American Academic Credentials.

Kindly download and fill [“The Authorization to Release Academic Records form”](#) as it’s mandatory for degree’s authorization.

To start the authentication process, please press on the below icon ...

Start a New Request

### About Us

Welcome to the Cultural Office of the Embassy of the Kingdom of Bahrain in Washington, D.C. authentication website.

The Cultural Office is the home for our Bahraini students pursuing higher education in the USA and Canada. We are here to assist you should you need any sort of assistance at any time.

The Cultural Office is the main representative between the Ministry of Education in Bahrain and the US and Canadian Educational Institutions.



# Step 2 – Click on “start a new request”:

Welcome!

HOME

NEW REQUEST

CHECK STATUS

CONTACT US



## BAHRAIN CULTURAL OFFICE WASHINGTON D.C.

Electronic Document Authentication System

### Authentication

The authentication procedure involves verifying and certifying the authenticity and the legality of an education document and its contents. The Cultural Office at The Embassy of The Kingdom of Bahrain in D.C. is responsible of the process of the authentication and legalizing all American Academic Credentials.

Kindly download and fill "[The Authorization to Release Academic Records form](#)" as it's mandatory for degree's authorization.

To start the authentication process, please press on the below icon ...

Start a New Request

### About Us

Welcome to the Cultural Office of the Embassy of the Kingdom of Bahrain in Washington, D.C. authentication website.

The Cultural Office is the home for our Bahraini students pursuing higher education in the USA and Canada. We are here to assist you should you need any sort of assistance at any time.

The Cultural Office is the main representative between the Ministry of Education in Bahrain and the US and Canadian Educational Institutions.

## Step 3 – fill the required information:

### New Request

**Please be advised that fully online degrees are not eligible for authentication by the Embassy of Bahrain cultural office.**

**CPR / Passport Number**

CPR No

**Student Id**

Student Id

**First Name**

First Name

**Middle Name**

Middle Name

**Last Name**

Last Name

**Date Of Birth**

Date Of Birth DD/MM/YYYY

**Mailing Address Line 1**

Mailing Address Line 1

**Mailing Address Line 2**

Mailing Address Line 2

# Step 4 – Upload clear colored copies of your documents:

---

- Kindly attached the copies of the passport, ID, and visa page with the “Student Authorization document”.

Degree document

Choose File No file chosen

Consolidated Transcript document

Choose Files No file chosen

Student Authorization document

Choose File No file chosen

I'm not a robot



Submit Application

You will be able to check the status of your request as following:



# BAHRAIN CULTURAL OFFICE WASHINGTON D.C.

Electronic Document Authentication System

## Status For Form Request

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="submit" value="Submit"/>
----------------------	----------------------	----------------------	---------------------------------------

### Application Status





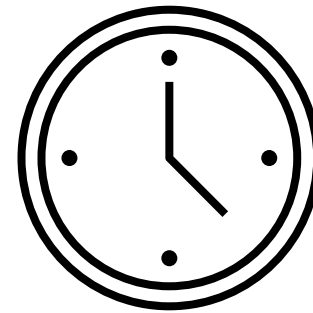
## Final Step

- The authenticated documents will be returned to MOE in Bahrain (The Directorate of Scholarships and Cultural Attaches Offices) .
- Since the apostille service is not available, BCOUSA will notify the applicant and provide completion reference number.



# Expected Turn Around Time of the Process

- The expected turnaround time (TAT) of the whole process is estimated to be **4 - 6 weeks** from the day the documents received from MOE in Bahrain.
- The TAT might be affected by the academic institution's response.





الملحقية الثقافية البحرينية - واشنطن  
BAHRAIN CULTURAL OFFICE D.C.

## **Authorization to Release Academic Records**

I, the undersigned, \_\_\_\_\_ a private student give the permission to my school \_\_\_\_\_, that I have attended, to release my original transcript(s) and academic records to the Embassy of the Kingdom of Bahrain – Cultural Office in D.C and to be sent to the following address:

Embassy of the Kingdom of Bahrain – Cultural Office in D.C.

5425 Wisconsin Ave, Suite 600  
Chevy Chase, MD 20815

Sincerely,

Signature:

School ID:

DOB:

Email:

Contact numbers:

SSN (if any):