



UAE EMBASSY DOCUMENTS PROCESSING CHECKLIST

HWB# _____ A.R.# _____ DATE: _____

SHIPPER'S NAME: _____

(SURNAME) (FIRST NAME) (MIDDLE NAME)

Shipper	CSR	Internal	DOCUMENTS FOR UAE AUTHENTICATION
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. CHED (Graduate) - Transcript of Records & Diploma / Certificate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. CHED (Graduate) – Diploma / School Certificate / CHED CAV
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. CHED (Undergraduate)- Transcript of Records & Certificate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. State Colleges & Universities (Graduate) – Transcript of Records & Diploma / Certificate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. State Colleges & Universities (Undergraduate) – Transcript of Records & Certificate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. DEPED (Graduate) – Form 137 & Diploma
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. DEPED (Graduate) – Diploma / School Certificate / DEPED CAV
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. DEPED (Undergraduate) – Form 137 & Certificate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. TESDA – Transcript of Records & Diploma / Certificate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. TESDA – National Certificate (Diploma)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11. Affidavit – Affidavit, RTC, Certificate of Employment
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12. PSA – Birth Certificate (BC)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13. PSA – Marriage Certificate (MC)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14. PSA – Certificate of No Marriage (CENOMAR)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15. PSA – Death Certificate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16. NBI Clearance
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17. NBI Sundry
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18. PRC – License I.D
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	19. PRC – Board Rating
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	20. PRC Board Certificate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	21. PRC – Certificate of Good Standing
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	22. LTO Certificate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	23. Export Documents: Write down type of documents
			• _____
			• _____
			NOTE:
			• All listed documents must be DFA Authenticated.and must have a validity of one (1) year from the date of authentitcaiton.

Checked documents are all complete:

Verified By:

Customer Printed Name & Signature / Date

Internal Representative & Signature / Date

Terms and Conditions for UAE Embassy Authentication Application Submission:

1. This duly accomplished form, upon submission for authentication application, shall signify the signatory's acknowledgment of ownership and responsibility for its contents.
2. **Advance travel and/or airline booking arrangements are strongly discouraged until the final release of the authenticated documents from the UAE Embassy. W Express shall not be held liable for any unnecessary expenses incurred due to premature travel plans.**
3. Fees paid to the Embassy of the United Arab Emirates – Manila shall be refunded **only in cases of application rejection**, with the **reason for rejection solely determined by the Embassy**.
4. All fees paid to the UAE Embassy, Manila are non-refundable under any circumstances.
5. Handling service fees charged by W Express are also non-refundable.
6. Any spurious, fictitious, tampered, or erroneous documents submitted for visa application shall, upon determination and evaluation by the Embassy, be deemed void and subject to confiscation.
7. W Express shall not be held liable for any delays caused by discrepancies, inaccuracies, incomplete or non-compliant documentation submitted by the applicant.

Conforme:

Customer Printed Name & Signature / Date