



INSTRUCTIONS FOR OBTAINING THE EQUIVALENCE OF STUDY RESOLUTION

Important information for students moving from outside of the Dominican Republic:

The Dominican Ministry of Education (MINERD) requires an *Equivalence of Study Resolution* in order to certify the grade level of each new student moving to the Dominican Republic and to register them into the Dominican Education system. This process requires that the student's official transcripts and birth certificate have an apostille, be legally translated into Spanish, and processed by the Dominican Ministry of Education.

It is the responsibility of the parents to obtain this document. As this could take several weeks it is very important to begin the process as soon as the student's official transcripts are available. Failure to submit proof of this resolution to the school will result in retention of report cards and withdrawal of registration privileges for the next school year.

1. The original transcripts of all grades must be stamped by an apostille (an internationally registered notary as recognized under the Hague convention) in the country from where the student is moving. The apostille seal is normally obtained from the state/province secretary of state's office (the information can usually be located on each state/province's website).
2. After obtaining the apostille, these documents must be translated into Spanish by a certified translator in the Dominican Republic.
3. Both the original and translated documents must be legalized at the Attorney-General office (Procuraduría) in Santo Domingo to verify the signature of the certified translator.
4. After the signature has been verified, these documents are submitted the office of *Acreditación y Titulación of the Dominican Ministry of Education* (MINERD) so the students may be granted permission (resolution) to enroll in a Dominican school.
5. The MINERD will provide a receipt of the documents while they are being processed. A copy of that receipt should be submitted to the school until the official approval is obtained. Once the final approval is obtained, a copy of the document must be given to the school for our permanent records.

Note: If the student was born abroad, a translated birth certificate with its apostille should also be submitted to the Ministry of Education along with the other documents. If the student was born in the Dominican Republic, an original, certified birth certificate will be required also.

For more information on the Dominican Ministry of Education (MINERD):

Avenida Máximo Gómez

Santo Domingo

Phone 809-688-9700 Ext. 2827

<http://www.see.gob.do/Pages/Servicio-a-todo-publico.aspx>

I have received this information regarding obtaining the Equivalence of Study Resolution and acknowledge my responsibility in obtaining and submitting this required documentation to Santiago Christian School in a timely manner.

Name of parent: _____

Name(s) of student(s): _____

Signature: _____ Date: _____