



How to Apply Ministry of Education UAE

A Step By Step Guide for Completing Your
Application

 TrueProfile.io  CROSSCHECK  DIGIFLOW



Introduction

Welcome to the DataFlow Group, The UAE Ministry of Education's trusted partner for the verification of educational degrees.

This guide will explain how to apply for degree verification, which is the first step to getting your university degree recognized if it was issued outside the UAE.

1 Signing in with UAE PASS

2 Degree verification

3 Personal Information

4 Education Details

5 Document Upload

6 Summary and Authorization

7 Payment

8 My Applications

1

Signing in with UAE PASS

To begin, go to
www.moe.dfgateway.com/
and sign in with your UAE
PASS credentials.



A document verification vendor authorized by the Ministry of Education

Get Your Degree Verification [i](#)

Before applying for your Certificate of Recognition, you need to get your degree verified by following these five simple steps:

- 1 Personal Information
- 2 Education Details
- 3 Document Upload
- 4 Summary & Authorization
- 5 Payment

You will receive your degree verification document within 30 days. You will then be able to apply for your Certificate of Recognition from the Ministry of Education.

Need help?

- [FAQs](#)
- [Chat With Us](#)
- [Send Us An Email To
moeuae@dataflowgroup.com](mailto:moeuae@dataflowgroup.com)
- [Important Information](#)

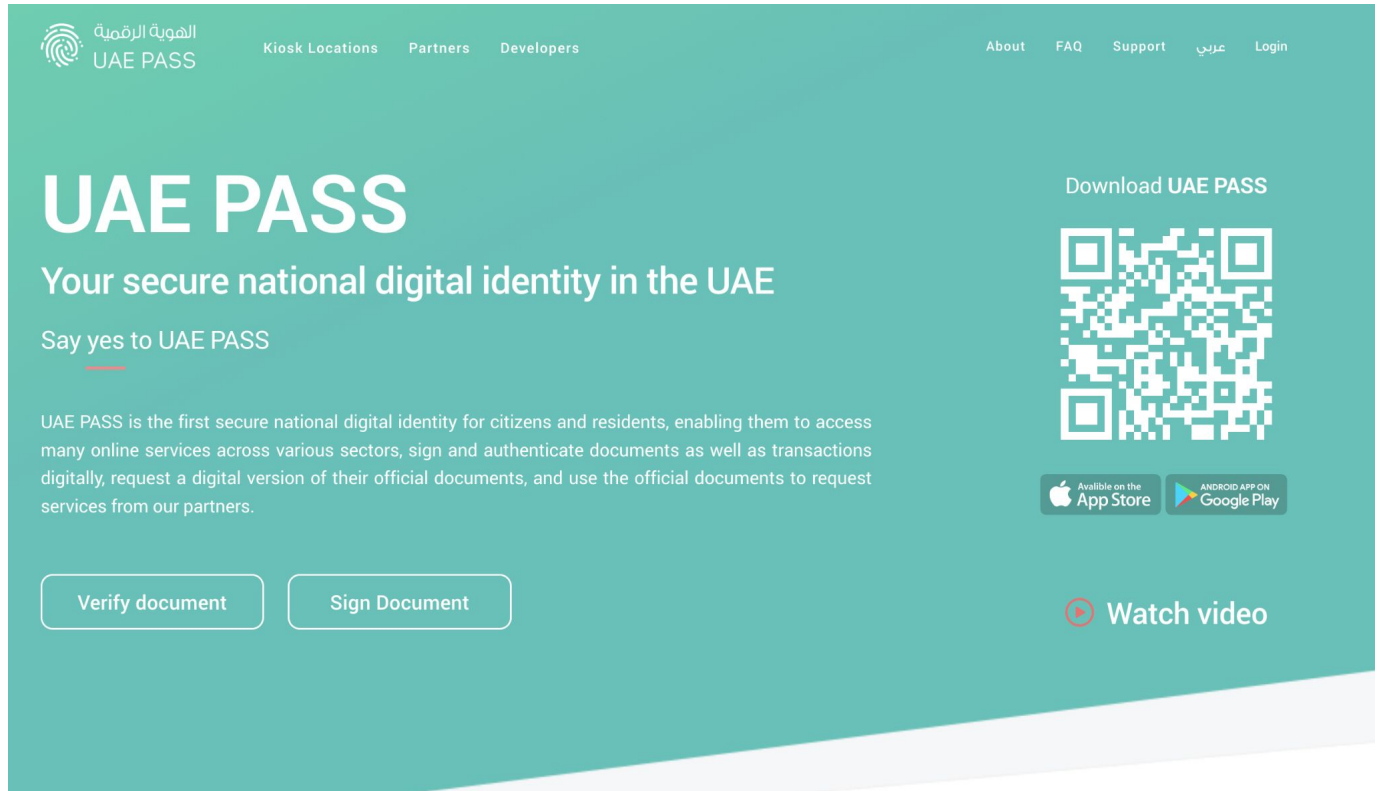
 **Sign in with UAE PASS**

What is UAE PASS [i](#)

1

Signing in with UAE PASS

If you haven't obtained your UAE Pass yet, you can download it from either the App Store or Google Play.



The screenshot shows the UAE PASS website homepage. At the top left is the UAE PASS logo with the text 'الهوية الرقمية UAE PASS'. To the right of the logo are navigation links: 'Kiosk Locations', 'Partners', and 'Developers'. Further right are 'About', 'FAQ', 'Support', 'عربي', and 'Login'. The main heading is 'UAE PASS' in large white letters, followed by the subtitle 'Your secure national digital identity in the UAE'. Below this is the text 'Say yes to UAE PASS' with a red underline. A paragraph describes UAE PASS as the first secure national digital identity for citizens and residents, enabling access to online services, signing documents, and requesting digital versions of official documents. At the bottom left are two buttons: 'Verify document' and 'Sign Document'. At the bottom right is a 'Watch video' button with a play icon. In the top right corner, there is a 'Download UAE PASS' section with a QR code and two buttons: 'Available on the App Store' and 'ANDROID APP ON Google Play'.

1

Signing in with UAE PASS

Login to your UAE pass by entering one of the following:

1. Registered Phone number
2. Email ID
3. Emirates ID (if applicable)



Login to UAE PASS

Emirates ID, email, or phone eg. 971500000000

Remember me

Login

Don't have UAEPASS account? [Create new account](#)

[Recover your account](#)

2

Degree Verification

In the Degree verification section:

Begin by selecting the appropriate option from the dropdown menu that matches the degree you want to have equalized.

The screenshot shows the DATAFLOW web interface. At the top left is the DATAFLOW logo with the tagline "A document verification vendor authorized by the Ministry of Education". A user profile icon is in the top right. The main heading is "Degree Verification" with a help icon. On the left, there are two panels: "Dashboard" with links for "My Applications", "Payments", and "Start a New Application"; and "Need help?" with links for "FAQs", "Chat With Us", "moeuae@dataflowgroup.com", and "Important Information". The main content area is titled "Let's Get Started" and contains a form with the following fields: "Where did you study?*" (dropdown), "Which university did you go to?*" (dropdown), "What is the degree level you achieved?*" (dropdown), "What was your area of study?*" (dropdown), and "When did you start and complete your degree?*" (two date pickers). A blue "Start Application" button is at the bottom.

DATAFLOW
A document verification vendor authorized by the Ministry of Education

Degree Verification

Dashboard

- My Applications
- Payments
- Start a New Application

Need help?

- FAQs
- Chat With Us
- moeuae@dataflowgroup.com
- Important Information

Let's Get Started

Where did you study?*

Please select

Which university did you go to?*

Start typing...

What is the degree level you achieved?*

Please select

What was your area of study?*

Please select

When did you start and complete your degree?*

mm/yyyy

mm/yyyy

Start Application

2

Degree Verification

To provide your university information, start typing the name of the university you attended in the "Which university did you go to" field.

Select the appropriate option from the list that appears as you type your university's name.

If you cannot find your university's name in the list, please click on '**Add University**' and provide the following details about your university:

- University Name
- State
- City

Which university did you go to?*

univer x ▼

Aberystwyth University

Aston University

Bangor University

Birkbeck College, University of London

Birkbeck, University of London x

Brunel University

Cardiff University

[+ Add university](#)

Add university

Country

United Kingdom x ▼

University Name

Enter university Name

State

Please select ▼

City

Please select ▼

Submit

2

Degree Verification

Do you have a document to prove your degree?

If you don't have a degree verified by DataFlow before, choose '**No**.'

If you have an Embassy Letter confirming your degree from the country where you studied (please note that this is different from embassy attestation), choose '**Yes, I have an Embassy Letter**'

If you have a previous DataFlow Group report issued under the Ministry of Education in the UAE confirming your degree, choose '**Yes, I have a DataFlow verification document from DataFlow**'

After making your selection, provide your Case Number and Date of Birth, then click 'Validate' and Proceed.

Your package charges will be calculated based on the information you provide.

Do you have a verification document for your Bachelor's Degree?* 

Please select

No

Yes, I have an Embassy Letter

Yes, I have a verification document from DataFlow



DataFlow Case Number*

XXXX-XXXX-XXXXXX

Date of Birth*

Select date



Validate

DataFlow reports issued under other regulators are not accepted for this service as they do not meet MOE's requirements

3

Personal Information | Personal Details

On the personal information page, Provide your personal details.

DATAFLOW
A document verification vendor authorized by the Ministry of Education

Degree Verification

- 1 Personal Information
- 2 Education Details
- 3 Document Upload
- 4 Summary & Authorization
- 5 Payment

Get Degree Verification Results

Need help?

- FAQs
- Chat With Us
- moeuae@dataflowgroup.com
- Important Information

Please Fill in Your Personal Information
The verification process is to collect and validate the details of your university degree.

Personal Details

Full Name as per Passport*

There's a different name on my diploma

Email Address*

Nationality*

Are you a UAE resident/citizen?*

Country Code*
+971 United Arab Emirates(AE)

Phone Number*

Note: Your UAE Pass will automatically populate certain fields for you.

Please ensure that the remaining information is accurate.

Upload a clearly scanned copy of your passport.

Please make sure that your passport is valid for at least 30 days from the date of submission.

Your passport information will be automatically filled in based on the uploaded file. Please review the details to ensure they are correct before proceeding with your application.

Passport Details

Passport Copy*

Upload a clear copy of your passport in PDF or JPEG format, with file size no larger than 2MB. Your passport must have at least a thirty-day validity.

Choose File No file chosen

Passport Number*

Enter text

Passport Issuing Country*

Please select

Country of Birth*

Please select

Expiry Date*

Select date



Gender*

Male

Date of Birth*

Select date



Begin by entering your education information based on the degree you submitted.

The first 5 questions have already been pre-filled based on your responses in the 'Let's Get Started' section of the application.

Click the 'information' icon for more details about the question asked.

- “Who is your scholarship entity?” This question is only relevant to Emirati Nationals. If it does not apply to you, please skip it.
- “Are your degree and transcripts in English or Arabic?” **Select 'Yes'** if your original degree and transcript are in either Arabic or English.

If your degree and transcript are in any other language, **select 'No'** & provide legally translated copies to English or Arabic in the document upload section.

Please Fill in Your Education Details

The verification process is to determine the authenticity of your university degree.

Details of Degree to be Recognized

Where did you study?*

Egypt

What university did you go to?*

Cairo University

What is the degree level you achieved?*

Bachelor


What was your area of study?* 

Accounting and taxation

When did you start and complete your degree?*

01/2010

07/2014

What's the title of your degree?* 

Enter degree title

What was your study mode?* 

Please select

Who is your employment/scholarship authority? 

Please select

Are your degree and transcripts in English or Arabic?* 

Yes

No

Uploading Your Mandatory Degree Documents

1. In the document upload section, you'll be asked to upload specific documents necessary for your degree recognition.
2. Please ensure that you upload the documents listed in their respective sections.
3. All documents must be in PDF or JPEG format and should not exceed 2MB in size.
4. To prevent any delays in your application, make sure you upload clear scanned copies of all the required documents.
5. If necessary, our team may contact you for additional or missing documents.

Please upload the required documents

Please make sure that all the documents are uploaded in PDF or JPEG format, with each document being no larger than 2MB in size.

Documents of the Degree to be Recognized

University Degree / Graduation certificate*

Diploma or graduation certificate. If you do not have the original or a legalized copy, you will need to request this from your university records department.

Choose File No file chosen

University Transcript*

A signed and stamped transcript (or marksheet) that covers the entire duration of your studies. If you do not have the original or a legalized copy, you will need to request this from your university records department.

Choose File No file chosen

Legal Translation of Degree*

If your transcript was not issued in English or Arabic, a legal translation is needed.

Choose File No file chosen

Legal Translation of Transcript*

If your transcript was not issued in English or Arabic, a legal translation is needed.

Choose File No file chosen

[Save & Continue Later](#)

[← Go Back](#)

[Next](#)

5

Document Upload

In some cases, you might be required to provide proof of residence in the county of study.

This can be a report **issued by the ICP** (Federal Authority for Identity, Citizenship, Customs & Port Security), a copy of your passport(s) covering the entire duration of study (that includes all passport pages), or an entry-exit report issued by the government of the country you studied in.

Select the dates of study and proceed.

Proof of residence in country of study*

A report that provides evidence of your entry and exit dates from your country of study. This can be an report issued by the **ICP** (Federal Authority for Identity, Citizenship, Customs & Port Security), a copy of your passport(s) covering the entire duration of study (that includes all passport pages) or an entry-exit report issued by the government of the country you studied in.

 Education1.pdf 

Select date



Select date



6 Summary and Authorization



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Degree Verification

- ✓ Personal Information
- ✓ Education Details
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[Get Degree Verification Results](#)

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Application Summary

Please confirm all your application details before submitting. After submission you will not be able to make any changes to the application details.

Personal Details

Edit

Full Name

SHAHNAWAZ ALAM HAS ALI HASHMI

Nationality

India

Gender

Male

Ensure all the previously filled information is correct.

To edit any details or information previously submitted, click on **Edit**.

6 Summary and Authorization

You can view the uploaded documents by clicking on the view sign on the right side to review the uploaded document.

Then, proceed to the authorization Section.

Click on **'Terms of Use'** to view our terms and conditions. Please select the box to agree to our terms and conditions.

Click on the box next to the **'Authorization Letter'**. Read the letter of authorization and provide your consent, allowing DataFlow to verify your document(s). Click on **'Next'** to proceed.

Education

University Degree / Graduation certificate ✓

 Passport picture2.jpg



University Transcript ✓

 personal photo.jpg



Legal Translation of Degree ✓

 salma ID card.pdf



Legal Translation of Transcript ✓

 Table of Benefits_174124953.pdf



Authorization

Terms of Use

By selecting this box, I indicate that I have read and agree to the DataFlow terms and conditions.

Authorization letter

By selecting this box, I give DataFlow authorization to check and verify my qualifications and background data. I have read and fully understand the authorization letter.

[Save & Continue Later](#)

[Go Back](#)

[Next](#)

According to the previously provided details, your package charges are calculated in the payment section.

After this stage, you can no longer edit or change your application details.

The screenshot shows the 'Payment Summary' page in the DATAFLOW system. The page header includes the DATAFLOW logo and the text 'A document verification vendor authorized by the Ministry of Education'. A user profile icon is visible in the top right corner. The left sidebar shows a progress indicator with steps: Personal Information, Education Details, Document Upload, Summary & Authorization, and Payment (which is currently selected and highlighted with a green circle). Below the sidebar is a 'Need help?' section with links for FAQs, Chat With Us, an email address (moeuae@dataflowgroup.com), and Important Information. The main content area is titled 'Payment Summary' and contains a table of charges:

Degree verification - Master's Degree
Document validation and processing
Subtotal
5% VAT
Total Due

Below the table is a yellow warning box with a lightbulb icon: 'Some universities collect additional fees for the verification of documents. You will be notified of additional fees if this applies to your institution.' A note below this states: 'Once you continue to payment you will not be able to update or add any details to your application.' At the bottom of the page, there are two buttons: 'Go Back' (with a left arrow) and 'Proceed to payment' (a blue button).

Note: Some universities/institutions might require an additional fee to release the verification.

You will receive a notification & payment link if additional fees are required by your institution.

7

Payment

Please make sure to finish your payment to submit your application.

You will receive an email confirmation with your application number & your payment receipt.

Payment

network >

Order summary

Total AED

 Pay by card

Card Number

Expiry Month

/ Expiry Year

Security Code



Name on card

Pay AED

Note: Some universities/institutions might require an additional fee to release the verification.

You will receive a notification & payment link if additional fees are required by your institution.

If you have initiated an application but still need to complete/ submit it, click on your profile icon and select **'Dashboard'** & you will be able to view your submitted & draft applications. You can click on **'Continue'** to continue with your application; alternatively, you can start a new one.

The screenshot displays the DATAFLOW dashboard. At the top left is the logo and tagline: "DATAFLOW A document verification vendor authorized by the Ministry of Education". On the right, there is a user profile icon and a navigation menu with "Dashboard" and "Logout" options. The main content area is titled "Degree Verification" and features two tabs: "Submitted" and "Drafts", with "Drafts" being the active tab. Below the tabs, a card displays a draft application with the following details:

Degree Verification	
Application Number	Date Created
1480	01/09/2023

A blue "Continue" button is positioned to the right of the application details.

On the left side of the dashboard, there is a sidebar menu under "Degree Verification" with the following items:

- Dashboard
- My Applications (highlighted)
- Payments
- Start a New Application

Below the sidebar menu is a "Need help?" section with the following links:


- FAQs
- Chat With Us
- moeuae@dataflowgroup.com
- Important Information



After Submitting your application & finalizing the payment, view your status from the **Submitted** Section on the Dashboard.

You will be able to view the status updates of your application.


Once your degree is verified, you can download a copy of your Degree '**Verification certificate**' and proceed to Stage 2 for the Certificate of Recognition from MOE.


Degree Verification [View Application Details](#)



Reference Number |  Date Submitted |  Date of Completion

Status

 **Verified** Your degree has been verified, you can proceed to stage 2 to initiate your request for the Certificate of Recognition.

 [Download Verification Certificate](#)

Please **continue** to Stage 2 on the Ministry of Education website to initiate the request for the Certificate of Recognition. Note that a positive verification certificate does not always lead to degree recognition, as other conditions must be met.

[Proceed to Stage 2](#)



Need any help?

If you need help at any point during this process, you can contact us through one of the following channels:

Whatsapp chatbot

Send us an email



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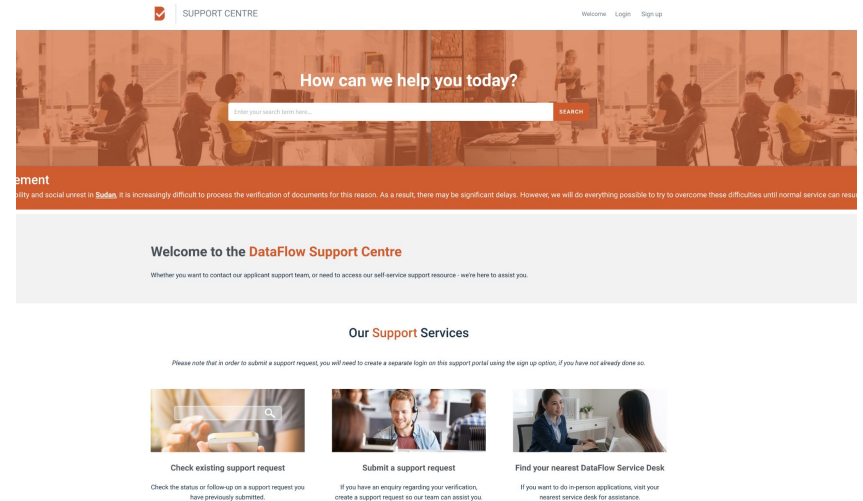
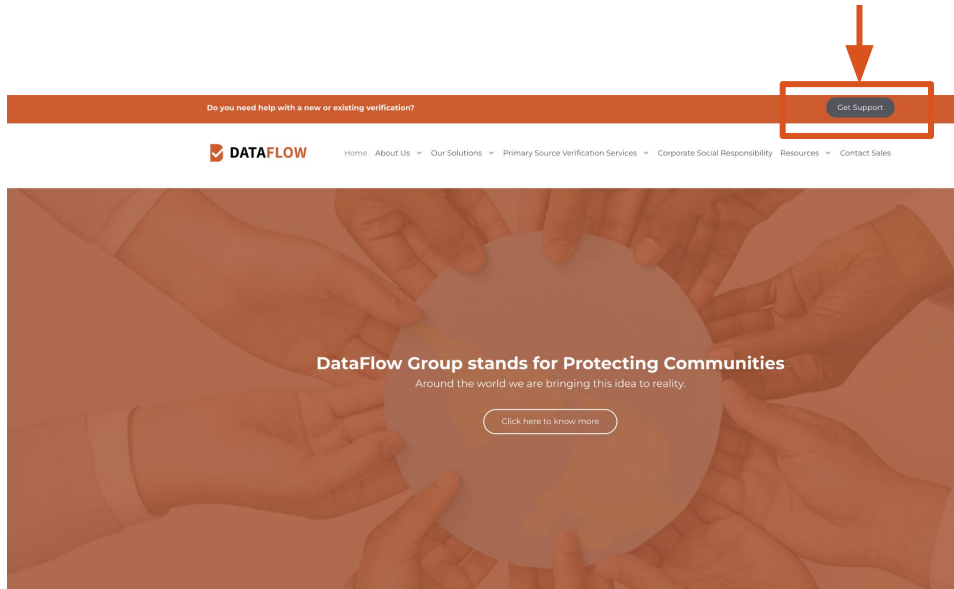
Sign in with UAE PASS

What is UAE PASS [i](#)



Need any help?

Or visit our website at www.dataflowgroup.com. Click on **Get Support**, and you'll be taken to our self-help hub. Here, you can find helpful information or request assistance by raising a ticket if needed.





Thank You

www.dataflowgroup.com