DATAFLOW

How to Apply
Ministry of Education UAE

A Step By Step Guide for Completing Your Application

TrueProfile.io CROSSCHECK DIGIFLOW

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Introduction

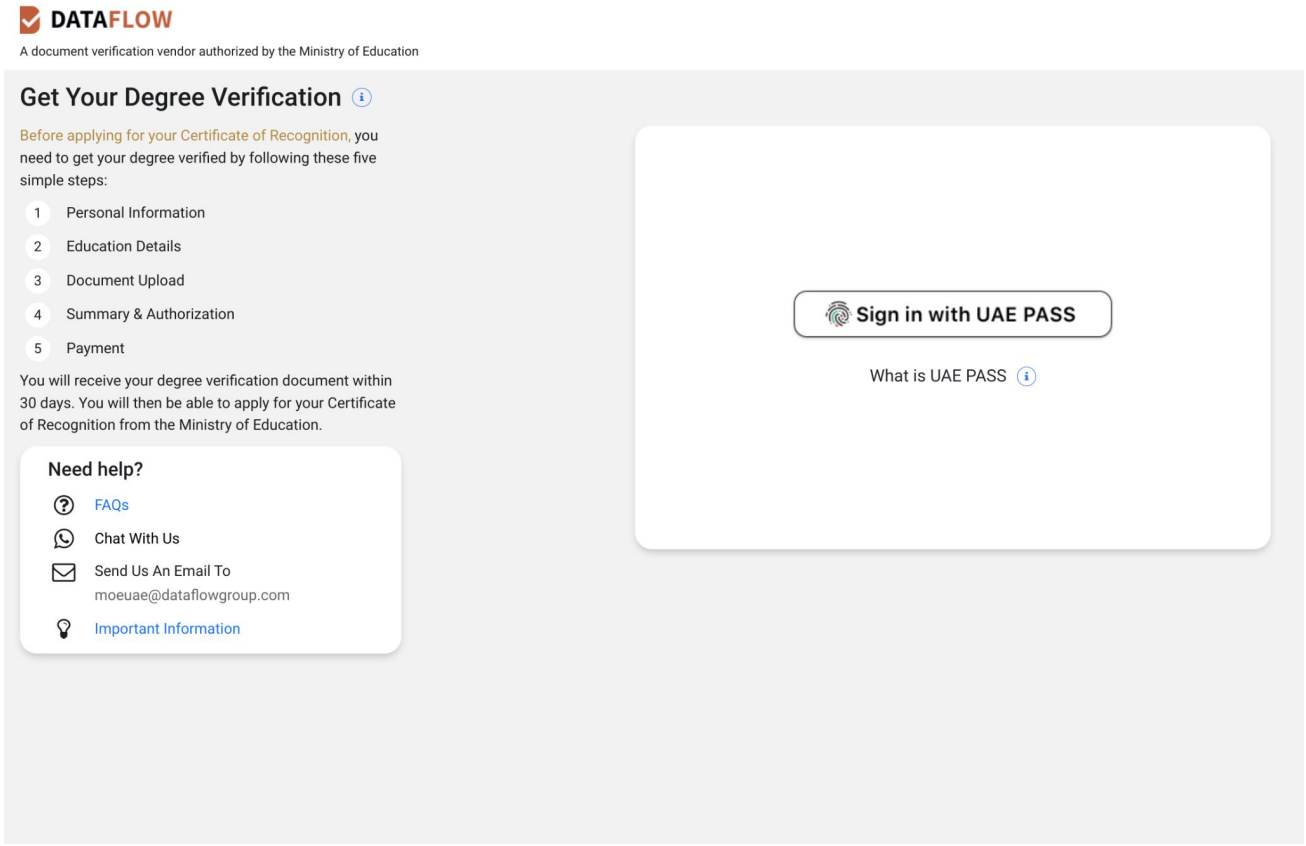
Welcome to the DataFlow Group, The UAE Ministry of Education's trusted partner for the verification of educational degrees.

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**

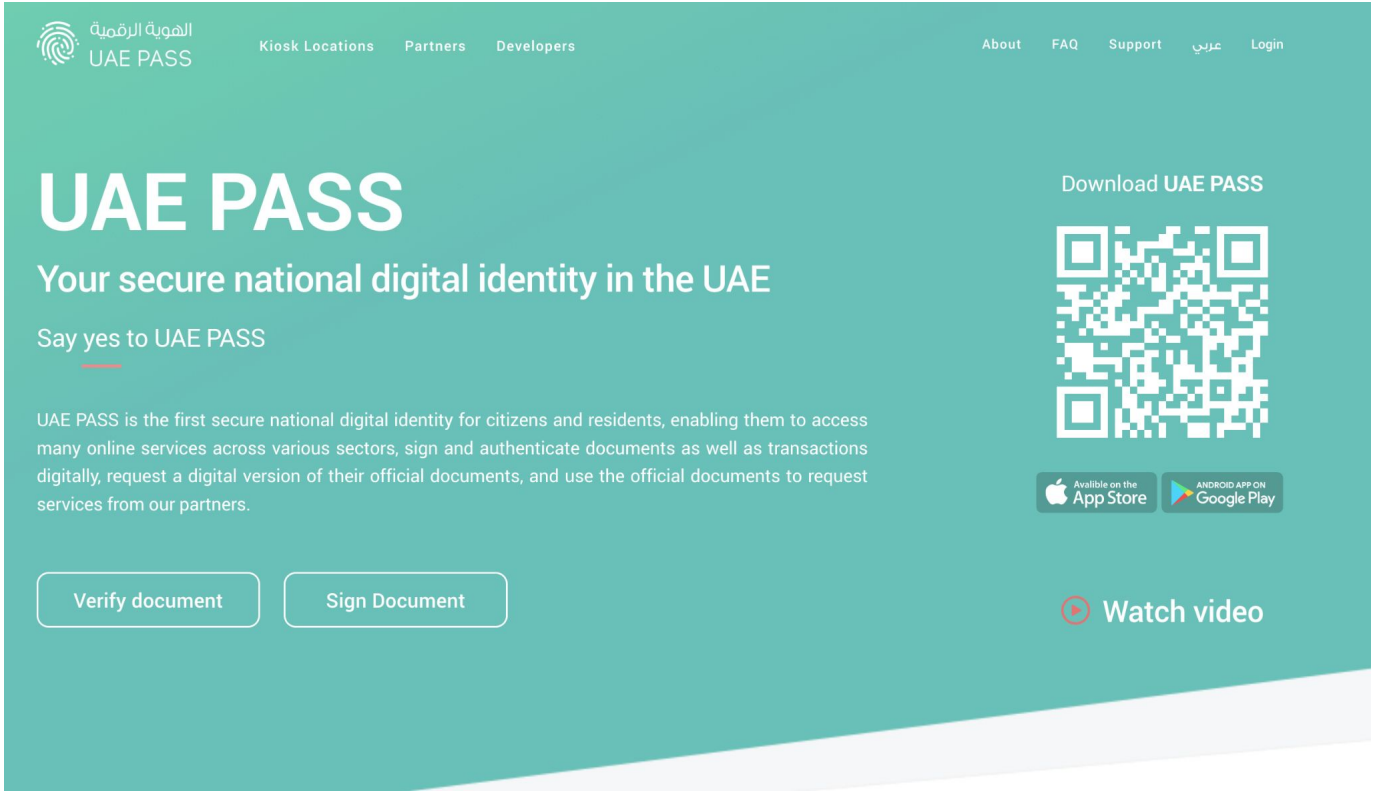
1 Signing in with UAE PASS

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



1 Signing in with UAE PASS

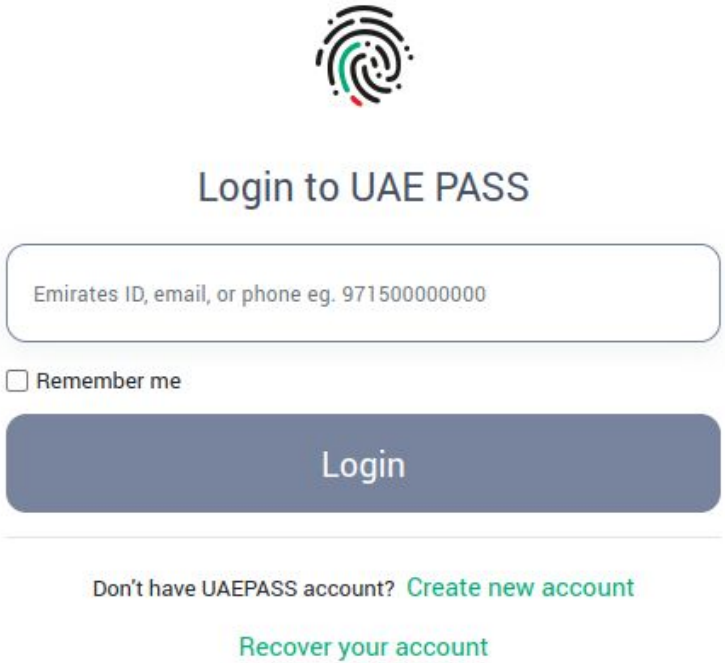
If you haven't obtained your UAE Pass yet, you can download it from either the App Store or Google Play.



1 Signing in with UAE PASS

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

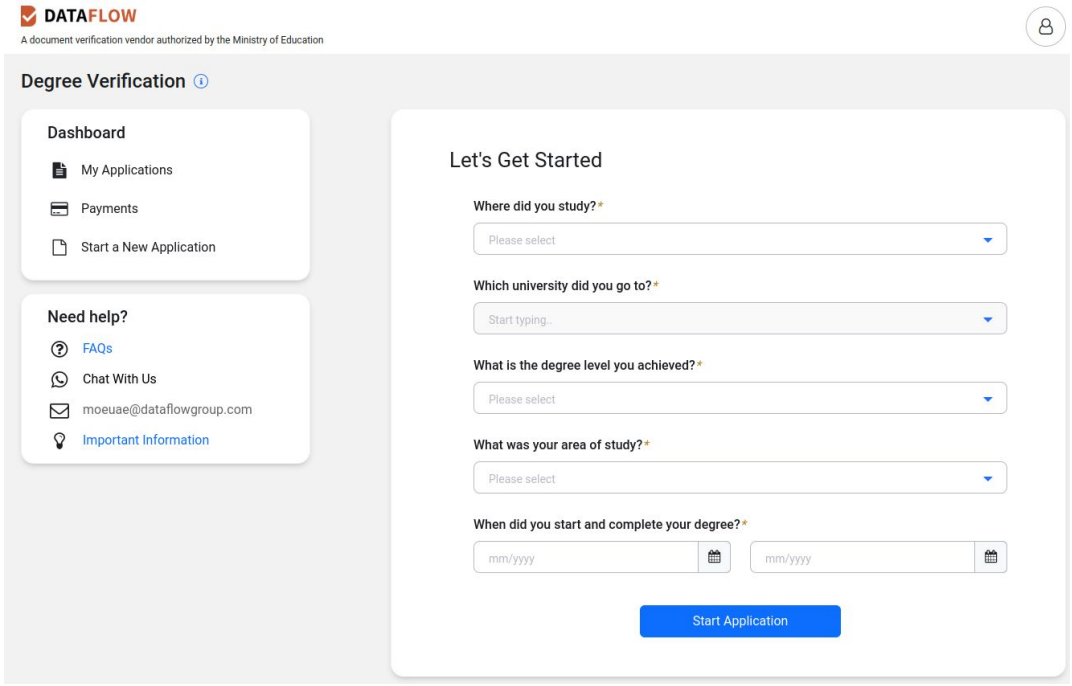
1. Registered Phone number
2. Email ID
3. Emirates ID (if applicable)



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.



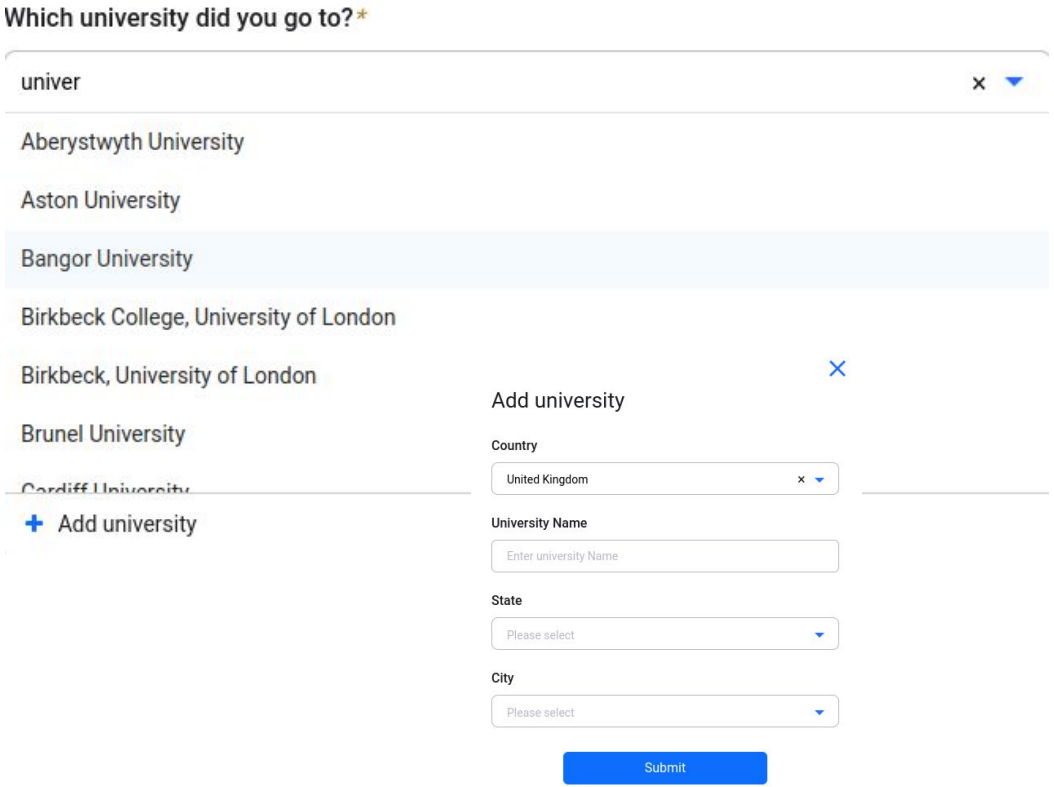
2 Degree Verification

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



2 Degree Verification

Do you have a document to prove your degree?

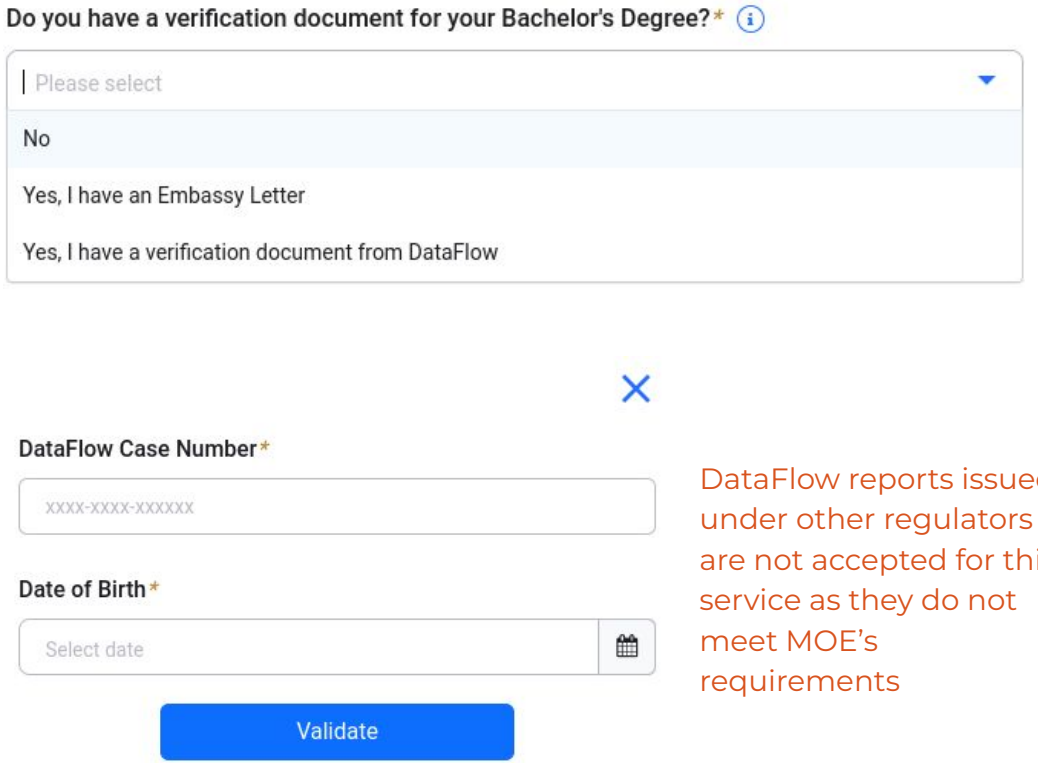
If you don't have a degree verified by DataFlow before, choose '**No**.'

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.

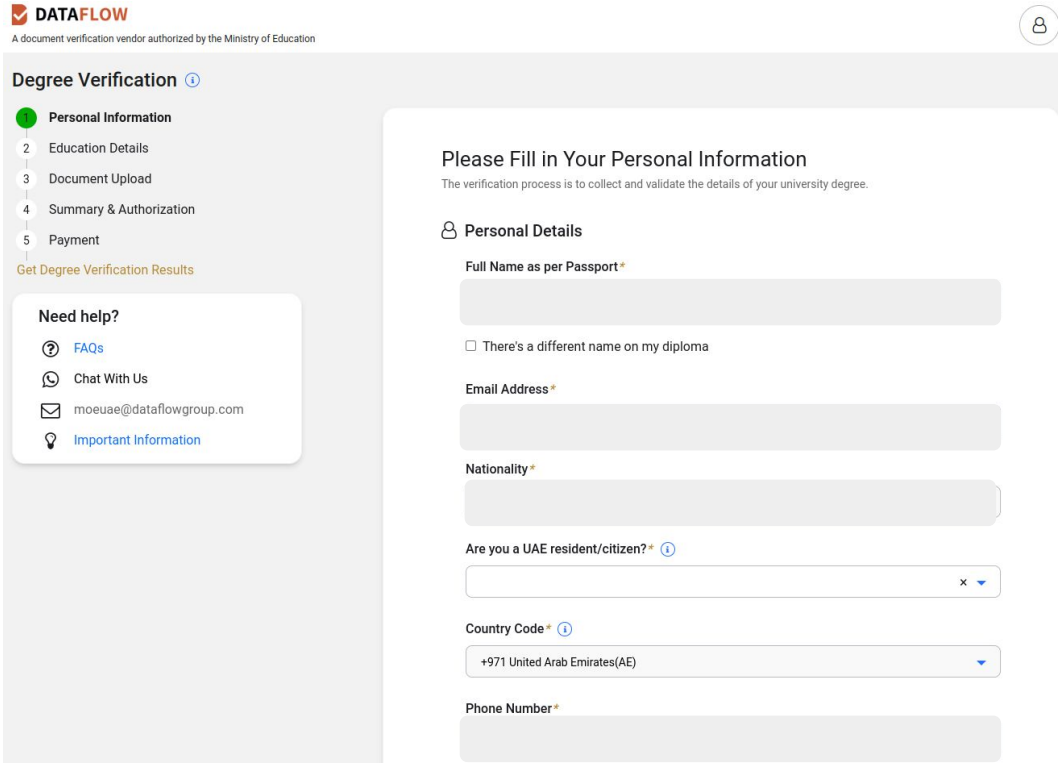
Your package charges will be calculated based on the information you provide.



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.



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

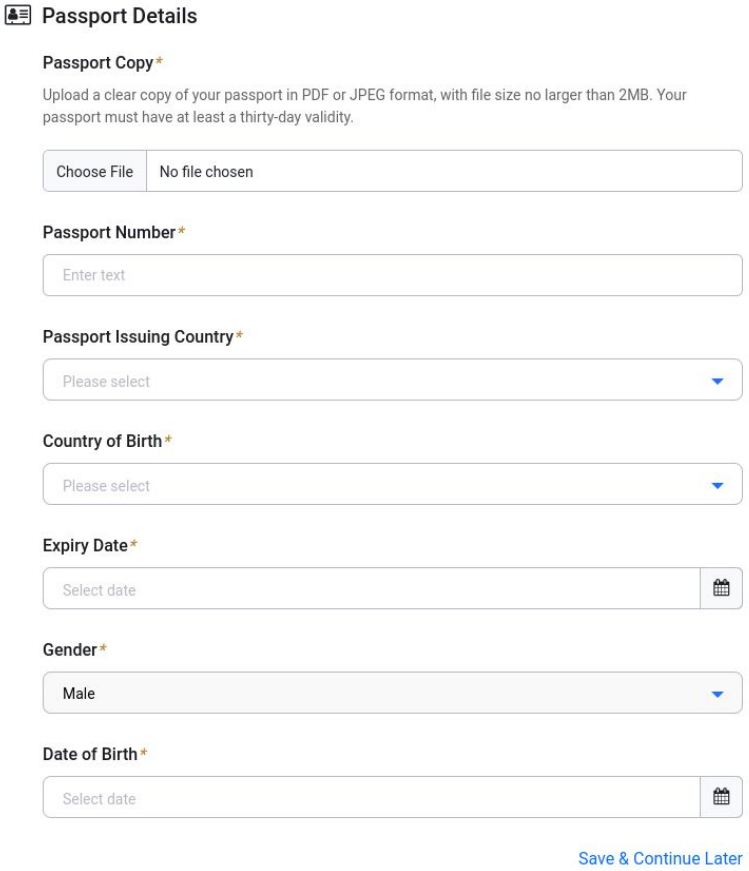
Please ensure that the remaining information is accurate.

3 Personal Information | Personal Details

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.



4 Education Details

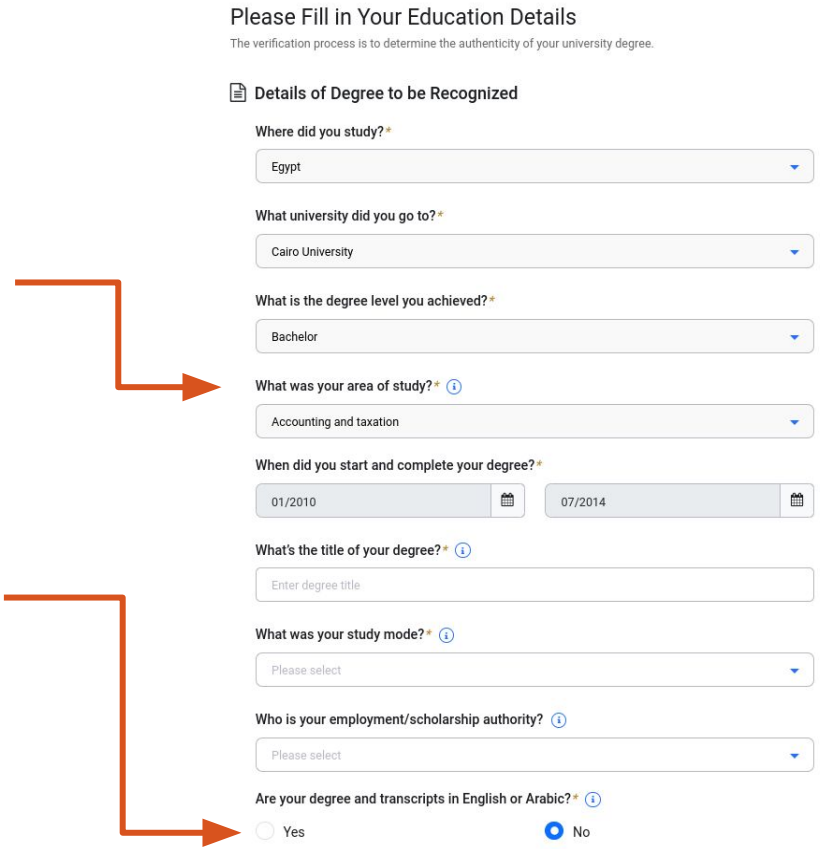
Begin by entering your education information based on the degree you submitted.
The first 5 questions have already been pre-filled based on your responses in the 'Let's Get Started' section of the application.

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.

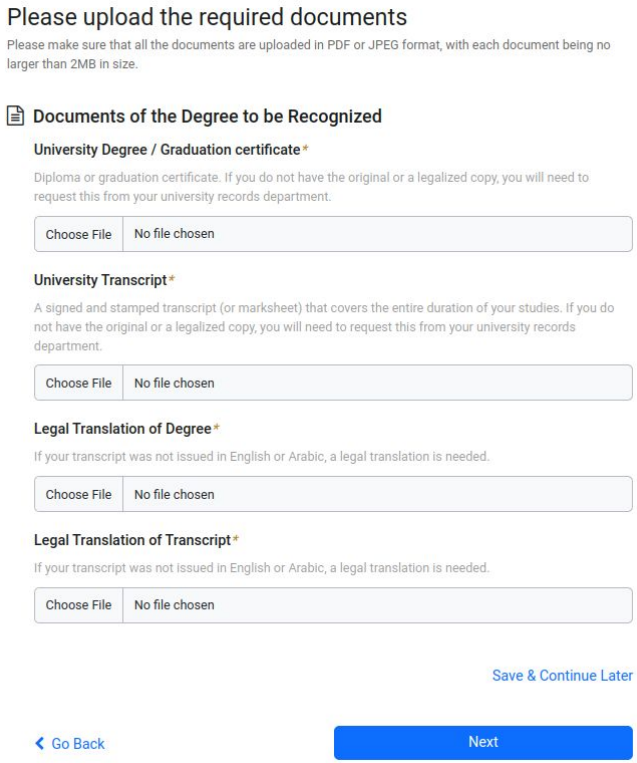
  If your degree and transcript are in any other language, **select 'No'** & provide legally translated copies to English or Arabic in the document upload section.



5 Document Upload

Uploading Your Mandatory Degree Documents

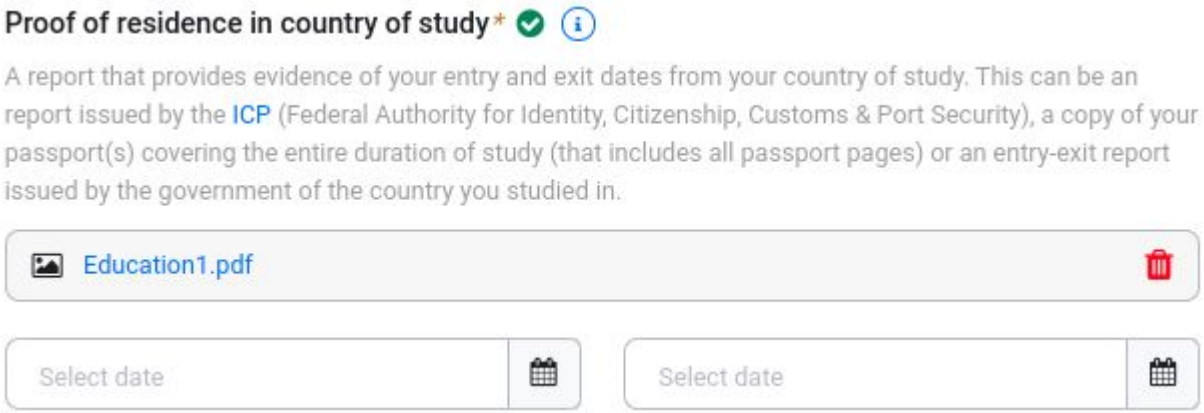
1. In the document upload section, you'll be asked to upload specific documents necessary for your degree recognition.
2. Please ensure that you upload the documents listed in their respective sections.
3. All documents must be in PDF or JPEG format and should not exceed 2MB in size.
4. To prevent any 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.



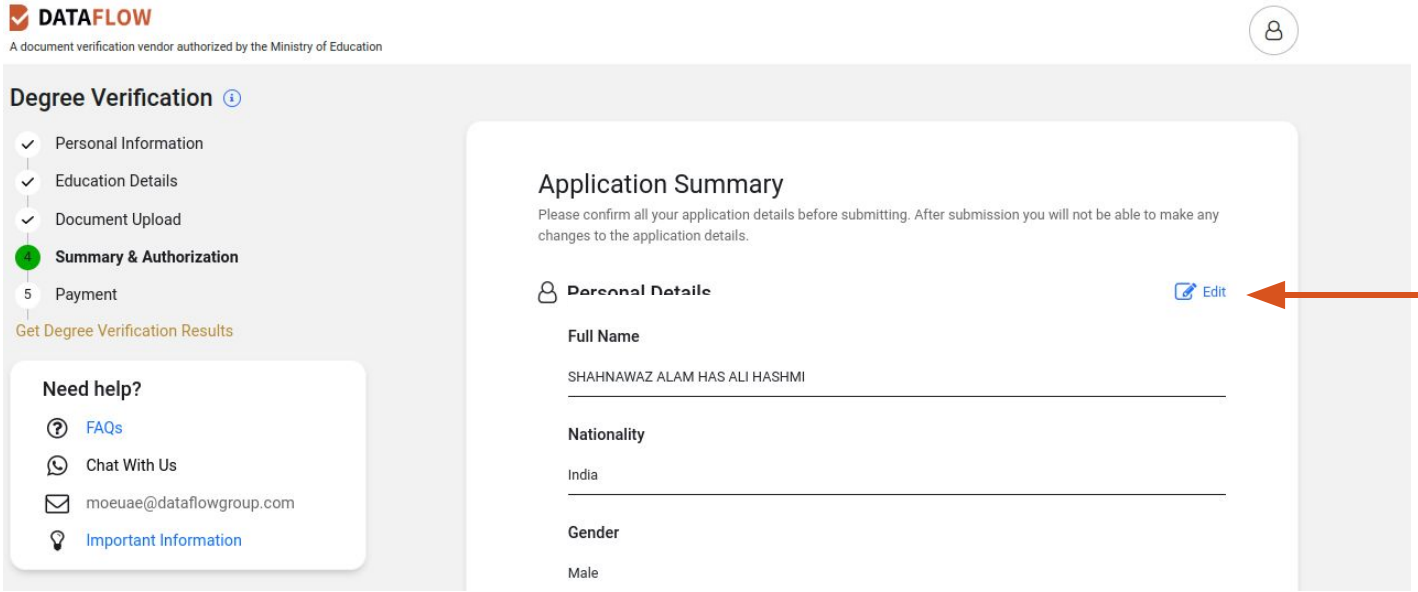
5 Document Upload

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.



6 Summary and Authorization



Ensure all the previously filled information is correct.

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

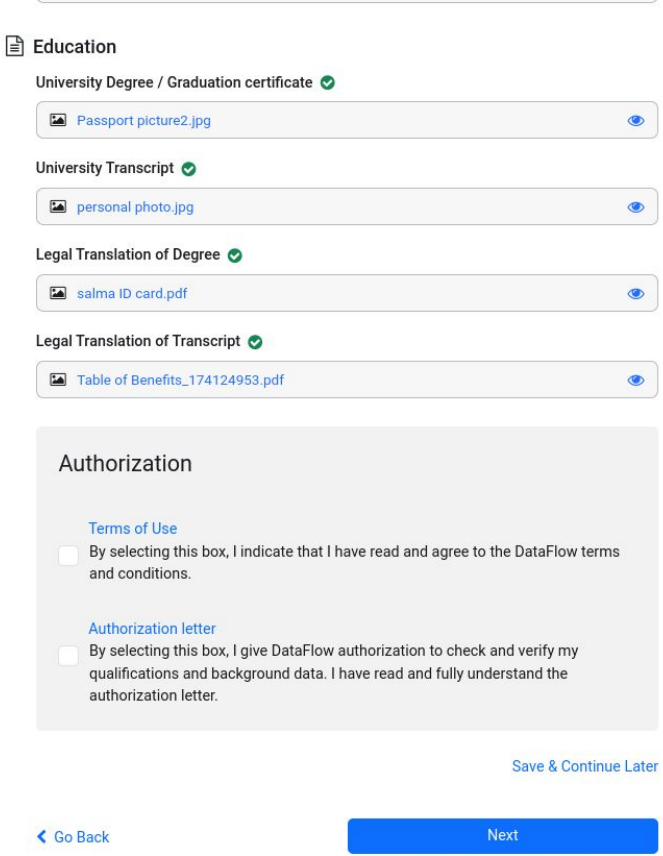
6 Summary and Authorization

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.

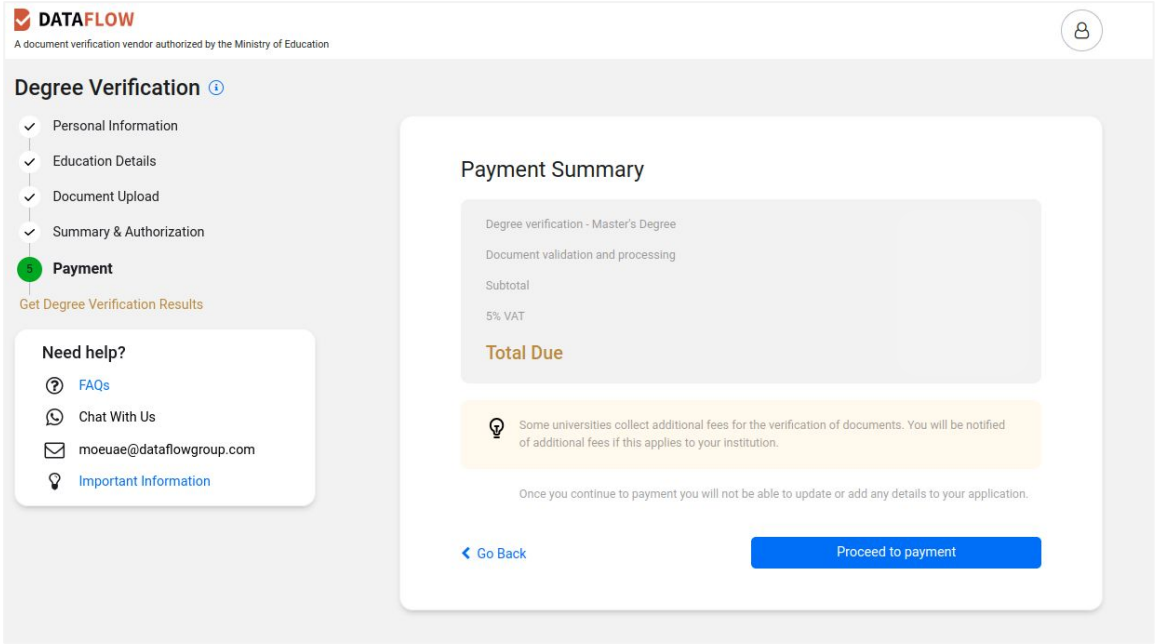
Click on the box next to the **'Authorization Letter'**. Read the letter of authorization and provide your consent, allowing DataFlow to verify your document(s). Click on **'Next'** to proceed.



7 Payment

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.



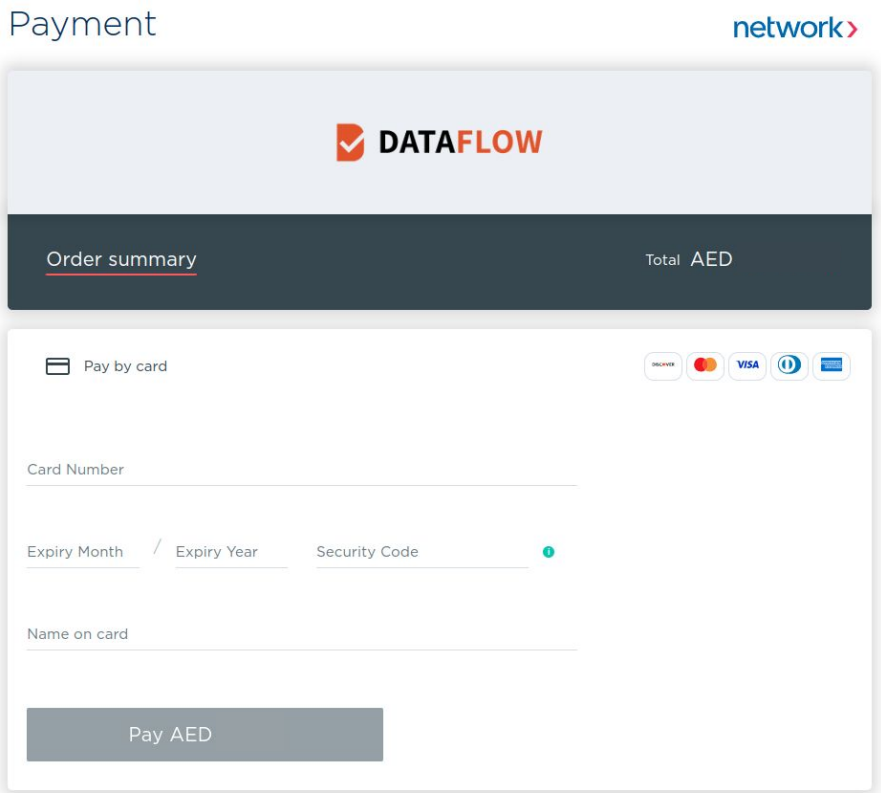
Note: Some universities/institutions might require an additional fee to release the verification.

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.

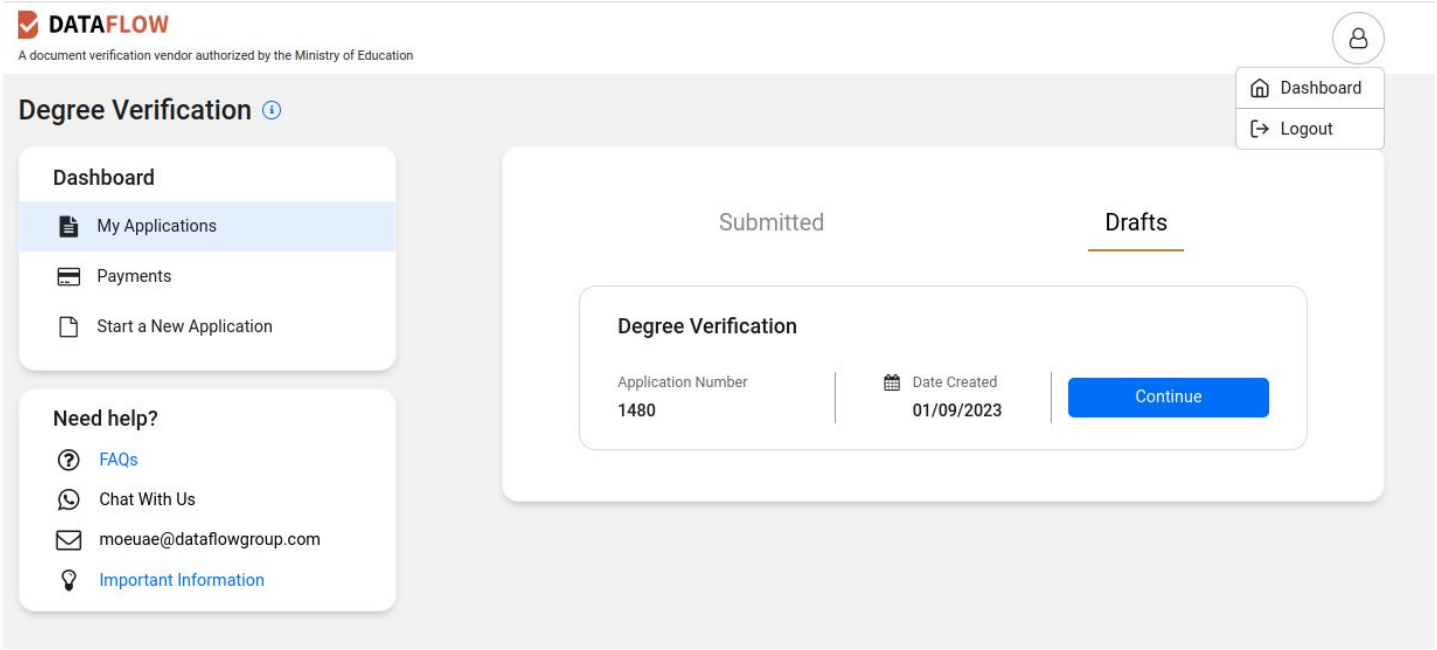


Note: Some universities/institutions might require an additional fee to release the verification.

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

8 My Applications | Drafts

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.

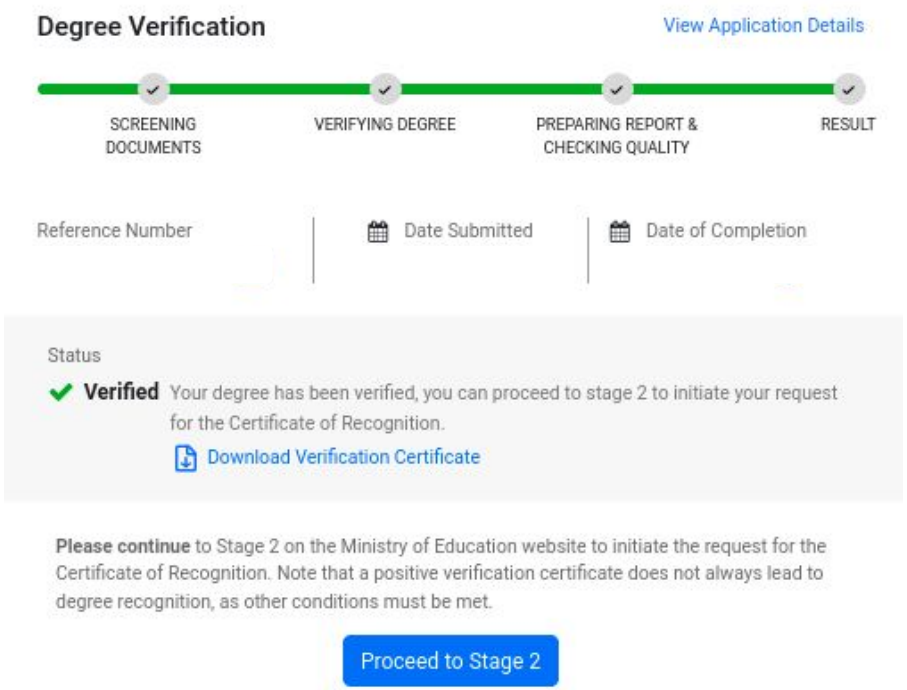


8 My Applications | Submitted

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.

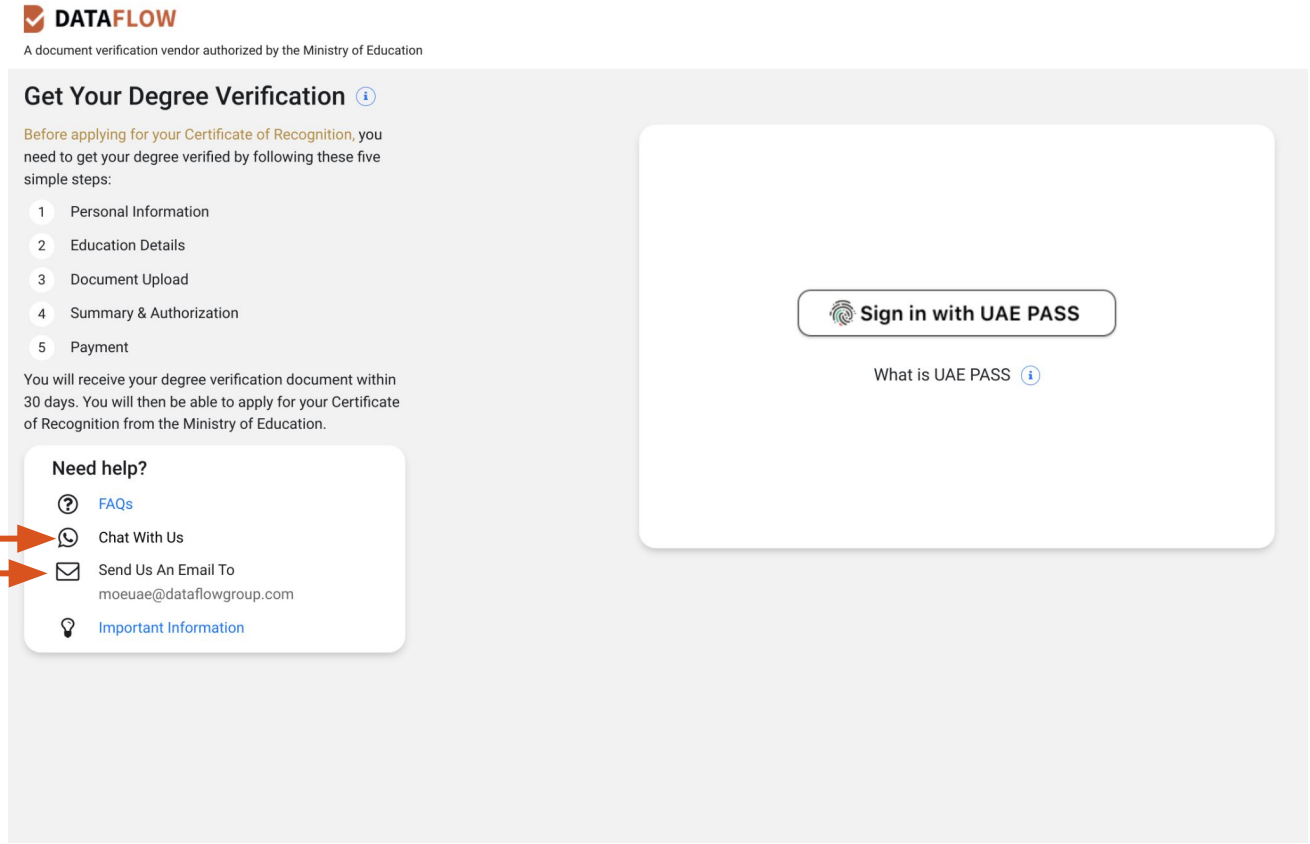


Need any help?

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

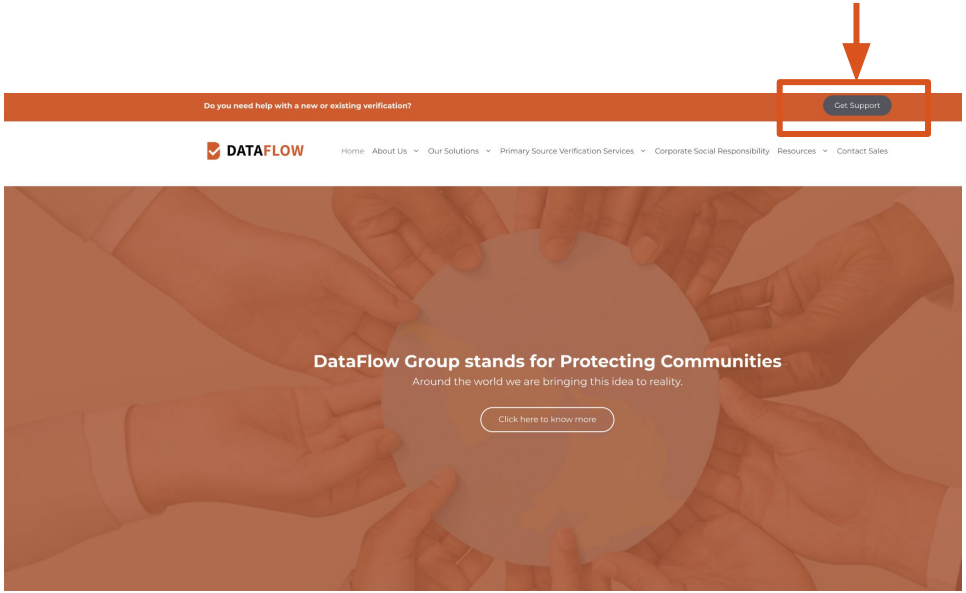
Whatsapp chatbot

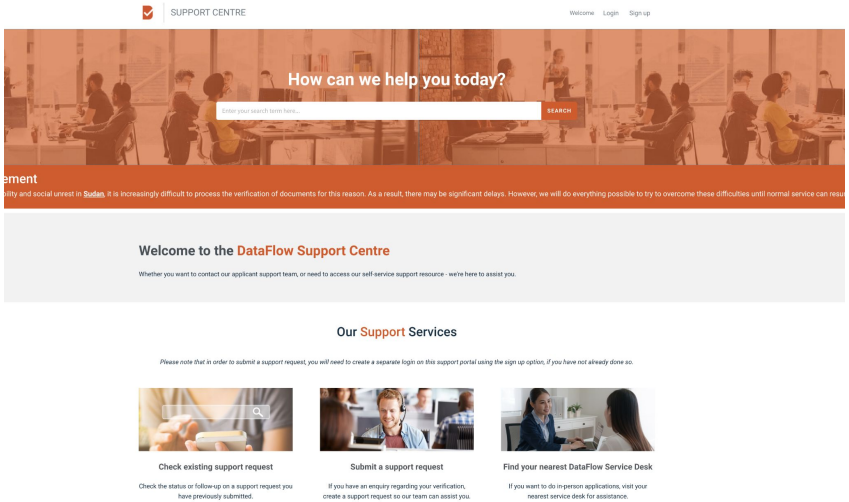
Send us an email



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

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