

POLICY FOR COLLECTION OF ACADEMIC DOCUMENTS

These services must be paid for in the Collections Department and present payment receipt at the time of requesting the documents to the Records Officer.

A. Active students and recent graduates are entitled to a copy of the following documents at no cost. Additional copies have a cost of RD \$ 500.00 each.

1. Transcript
2. Letter of Recommendation
3. Various certifications:
 - a. Study, conduct
 - b. Consular
 - c. Confirmation or Baptism
 - d. Good credit
 - e. National Board Exams

- *If the transcript required, must be legalized by the School District, and validated by MINERD, it has a cost of RD \$ 1,700.00.*

IMPORTANT: *the legalization, validation and certification processes take a minimum of three weeks to complete in the various instances of The Ministry of Education. (see attached details of the process)*

B. For graduates or former students:

- Transcripts RD\$900.00 each
- Legalized transcripts records RD\$1,700.00 each
- Various certifications RD\$900.00 each
- Diploma of Graduation Duplicate RD \$ 500.00 each

Additional copies have a cost of RD \$ 500.00 each

- To send documents by courier, the corresponding fee must be paid in addition - approximate cost between RD\$2,000.00 and RD\$3,000.00 depending on the country / city to which it is sent..

Validation, Homologation and Legalization of Documents

The School assists parents and students in the processes of validation, homologation and legalization of documents with the governmental educational instances of the Dominican Republic: School District,

Ministry of Education (MINERD), National Board Exams Office. However, we clarify that the duration of these processes depends entirely on the promptness with which the aforementioned instances handle them.

Legalization: is the process by which the Ministry of Education certifies that the title or transcript is valid and has been issued by the competent authority to do so. In most countries this process is identified with the Hague Apostille. Legalization is necessary when a student transfers to another local or foreign college, and for admission to universities. This process involves first going to the School District, where it is signed after verifying the document contains the correct information, and then it must be taken to the Department of Validation and Title of MINERD where it is signed and sealed, in addition to issuing a certification validating the authorized signatures of the school on the transcript. To finalize the process, the parent or student must apostille the transcript at the chancellery. This entire process can take up to three weeks.

Homologation: it is the process by which the Dominican Ministry of Education equates the degree received by the student to that of another country, so that the graduate can carry out their university studies in another country. This is required of graduates of monolingual schools like ours, since they teach programs other than the Dominican and therefore are considered as foreigners. The record is sent to MINERD to Validation and Titles so that they can issue an Approval Resolution. This can take about a month.

Validation: it is the official recognition of the validity for academic purposes of studies carried out abroad, which allows continuing studies within the educational system of another country. Students who come to SGS from abroad must present their documentation to MINERD so that they can indicate the corresponding grade level in our country. Also, our students who go to another local school must carry out this process, since our program as monolingual is different from other centers.