إدارة مركز معلومات الطلبة
Department Of Students Information Center

وزارة التربيـــة والتعليـــم والتعليـــم العالـــي
Ministry of Education and Higher Education
State of Qatar • دولـــة قطـــر

School Certificate Equivalency Guide

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Chapter 1: The Concept of Certificate Equivalency and the Categories that Benefit from it

1.1. Certificate Equivalency

Certificate Equivalency refers to the official decision issued by the competent authority confirming that an academic certificate, which is the subject of the equivalency process, corresponds to one of the academic grade levels included in the school education system of the State of Qatar.

The State of Qatar adopts a school education system consisting of twelve (12) academic years, structured as follows:

1. **Primary Stage:** Consists of six (6) academic years, from G1 to G6.
2. **Preparatory Stage:** Consists of three (3) academic years, from G7 to G9.
3. **Secondary stage:** Consists of three (3) academic years, from G10 to G12.

The Department of Students Information Center at the Ministry of Education and Higher Education adopts this school education system as the basis for decisions on the equivalency of school certificates issued by schools that do not apply Qatar's National Curriculum Standards, whether such schools are located inside or outside the State of Qatar.

1.2. Categories Benefiting from School Certificate Equivalency

The following categories of students are eligible to benefit from school certificate equivalency process:

1. Students who have obtained a General Secondary School Certificate from private schools within the State of Qatar that do not apply Qatar's National Curriculum Standards, and who wish to pursue higher education or enter the labour market.
2. Students who have obtained a General Secondary School Certificate from outside the State of Qatar, and who wish to pursue higher education, obtain equivalency of higher education qualifications for which secondary school certificate equivalency is a prerequisite, or enter the labour market.

3. Students arriving from outside the State of Qatar who wish to enroll in schools In Qatar, and these students are classified into two categories:

    - Qatari students arriving from outside the State of Qatar: This category is required to obtain equivalency of their academic certificates in order to complete school enrolment procedures in government schools and private schools of all types.
    - Non-Qatari students arriving from outside the State of Qatar: This category is required to obtain equivalency of their academic certificates in order to complete school enrolment procedures in government schools and in private schools that apply the standards of the Qatari National Curriculum only.

Note: Students transferring between schools within the State of Qatar are not required to have equivalency of their school certificates, whether they are transferring from private to public schools or vice versa, or between private schools of all types.

Chapter 2: Mechanisms for Submitting School Certificate Equivalency Applications and Conditions for Attestation of Certificates Subject to Equivalency

2.1. Mechanisms for Submitting Applications for School Certificate Equivalency

1. **Applying for school certificate equivalency online via the "Maarif" public services portal:**

   This mechanism enables all Qatari citizens and residents of the State of Qatar (who have Qatari ID) to submit applications for school certificate equivalency online via the Maarif portal for public services through the Maarif Public Services Portal on the website of the Ministry of Education and Higher Education: eduservices.edu.gov.qa, subject to the following:

   - Certificate Equivalency applications for students under the age of 18 can be submitted using the student's own account (if an account has been previously created for the student by the school) or the guardian's (parents) account on the Maarif e-portal for public services.
   - Applicants aged 18 years and above who have not previously created an account on the Maarif portal for public services are required to create their own account and submit the application through that account.
   - As a condition for creating an account on the Ministry's Maarif Public Services Portal, the mobile phone number must be registered in the name of the account holder with the telecom service provider.

2. **Handing a school certificate equivalency application to the Section of School Certificate Equivalency:** This method is only available to non-Qatari individuals who do not hold official residency permit in the State of Qatar and who wish to obtain their secondary school certificate equivalency for the purposes of employment or enrolment in universities and higher education institutions in the State of Qatar. They must submit a manual equivalence application to the School Certificate Equivalency and Authentication Section, supported by an official letter requesting equivalence addressed to the Ministry of Education and Higher Education, issued by one of the Qatari ministries or government entities or one of the universities and Higher Education institutions in the State of Qatar.

2.2. Conditions and Requirements for the Attestation of School Certificates Subject to Equivalency:

School Certificates submitted for equivalency must be duly attested in accordance with their country of issuance (according to its main source), as outlined below:

<table>
<tr><th colspan="2">School certificates issued by the State of Qatar</th></tr>
<tr><td colspan="2">Certificates must be officially signed and stamped by the issuing school.</td></tr>
<tr><th>Certificates issued by GCC countries</th><th>Certificates issued by other countries</th></tr>
<tr><td>Certificates must include the following details:
The official seal of the educational institution that issued the certificate.
The official seal of the Ministry of Education and Higher Education or its equivalent authority in the country of issuance, or the seal of the education district administration to which the institution awarding the certificate belongs.</td><td>Certificates must include the following details:
The official seal of the educational institution that issued the certificate.
The official seal of the Ministry of Education and Higher Education or its equivalent authority in the country of origin of the certificate.
The official seal of the Ministry of Foreign Affairs of the country of origin of the certificate.
The official seal of the Embassy of the State of Qatar in the country of origin of the certificate.</td></tr>
</table>

Chapter 3: General Conditions for School Certificate Equivalency

3.1. Academic Conditions for School Certificate Equivalency

1. A student shall be considered to have successfully passed a grade level if he/she has achieved a minimum of (50%) of the total maximum mark in each subject.
2. For a secondary school certificate to be eligible for certificate equivalency, the student must have completed their studies in an educational system based on a minimum of (12) years of study, in addition to ensuring that all other conditions for secondary school certificates equivalency set out in Chapter Five of this Guide are duly satisfied.
3. Training courses, regardless of their duration, shall not be subject to equivalency process.
4. The results of the following examinations shall not be considered:
    - Examinations conducted by embassies, whether inside or outside the State of Qatar; however, an exception is made for primary-stage students who are children of Qatari diplomats and students studying abroad under official scholarship programmes.
    - Results of distance learning examinations or open education examinations.

3.2. Administrative Conditions for School Certificate Equivalency

1. Qatari students shall not be permitted to study at schools outside the State of Qatar without obtaining prior approval from the Ministry of Education and Higher Education in the State of Qatar. An exception shall apply to children of diplomats and students on official scholarships abroad.
2. School certificates issued by private schools within the State of Qatar shall not be considered valid unless the student is registered in the National Student Information System (NSIS).
3. School certificates issued from outside the State of Qatar shall not be accepted if the certificate holder was registered at a school within the State of Qatar during the same academic year, and an end-of-year result was approved for the student.
4. The school certificate must be issued by a school that is recognized by the competent official authorities in the country of issuance.
5. School certificates issued from outside the State of Qatar shall not be accepted if it is proven that the certificate holder was resident in and continuously present in the State of Qatar.
6. The Department of Students Information Center shall have the right to request the original, duly approved school certificates, or any additional documents not listed in the equivalency application, where necessary.
7. Certificates that are sealed in non-removable packaging, as well as certificates that contain any erasures or alterations, shall not be accepted.

Chapter 4: Conditions and Requirements for School Certificate Equivalency for Grades 1-11

4.1. Grade 1 to 11 students who transfer between schools within the State of Qatar:

School certificate equivalency shall not be required for students transferring between schools within the State of Qatar, whether they are transferring from private to public schools or vice versa, or between private schools of all types.

4.2. Grade 1 to 11 students coming from schools outside the State of Qatar:

School certificates for G 1 to 11 issued outside the State of Qatar shall be subject to equivalency process in accordance with the following principles and criteria:

1. A student shall be considered to have successfully passed a grade level if he/she has achieved a minimum (50%) of the total maximum mark in each subject.
2. Certificate equivalency shall be determined based on the number of academic years successfully completed by the student, starting from G1 of primary education up to the grade level indicated on the certificate, regardless of the educational system from which the student comes.
3. The student's age shall not be considered the main determinant when certificate equivalency is being completed. The age requirement shall be applied at a later stage, in accordance with the type of educational system that the student will follow.

❖ **Documents and certificates required to apply for school certificate equivalency for Grades 1 to11:**

Documents Required for The Equivalency of Certificates Issued Outside the State of Qatar
• A copy of the student's valid passport must be attached. • A certificate (transcript) of the last grade level the student passed and a certificate of the previous grade level. • An official statement from the General Directorate of Passports, or via the "Metrash" app of Qatar's Ministry of Interior, is attached showing the entry and exit records from the State of Qatar during the last academic year. For example, if a student graduated in the academic year: 2018/2019, he/she is required to present the entry and exit records for the period from: 01/01/2018 to 30/12/2019. • Academic certificates must be fully attested (see page 5 of this Guide). • A prior approval to study abroad is attached (for Qatari nationals only).

Chapter 5: Conditions and Requirements for Secondary School Certificate Equivalency (Grade12)

5.1. Conditions and Requirements for the British Secondary School Certificate Equivalency

1. The student must successfully complete twelve (12) years of study to obtain this certificate.
2. Muslim students must study Islamic Education according to the Qatari curriculum and must pass it in G (10), (11), and (12).
3. Arab students must study Arabic (as a first language) according to the IGCSE and AS syllabuses, or according to the Qatari curriculum, and pass the subjects in Grades (10), (11), and (12).
4. Students must study British secondary school subjects according to one of the four options set out in the table below:

Options	Table of Subjects and Pass Grades			Notes
	IGCSE	AS-LEVEL	A-LEVEL	
Option 1	**Seven IGCSE subjects** Pass grades A*, A, B, C, D, E, F (2, 3, 4, 5, 6, 7, 8, 9)	**Three AS-Level subjects** Pass grades A, B, C, D, E	_____	
Option 2	**Seven IGCSE subjects** Pass grades A*, A, B, C, D, E, F (2, 3, 4, 5, 6, 7, 8, 9)	**One subject AS-LEVEL** Pass grades A, B, C, D, E	**One subject A-LEVEL** Pass grades A*, A, B, C, D, E	If a student has studied a particular subject at AS level and then completed the same subject at A-level, it will be counted as one subject at A-level. The student must study one other subject at AS level.
Option 3	**Five IGCSE subjects** Pass grades A*, A, B, C, D, E, F (2, 3, 4, 5, 6, 7, 8, 9)	**Four subjects AS-LEVEL** Pass grades A, B, C, D, E	_____	

Option 4	Five IGCSE subjects Pass grades A*, A, B, C, D, E, F (2, 3, 4, 5, 6, 7, 8, 9)	Two subjects: AS-LEVEL Pass grades A, B, C, D, E	One subject A-LEVEL Pass grades A*, A, B, C, D, E	If a student studies a particular subject at AS level and then completes the same subject at AL level, it will be counted as one subject at AL level. The student must study two other subjects at AS level.

5. Students are allowed to take centralized examinations according to the approved courses on the dates set by the British examination boards, depending on the student's wishes and academic abilities.
6. Students are NOT permitted to take (AL, AS, IGCSE) at any center or school other than the school in which they are enrolled, with the exception of older students and students who have completed Grade 12, provided they obtain prior approval from the Department of Students Information Center at Evaluation Affairs Sector of the Ministry of Education and Higher Education.
7. Grade 11 students are permitted to study one subject (BTEC LEVEL 2 Certificate) in the following specializations, equivalent to two IGCSE subjects.
    a. IT.
    b. ENGINEERING.
    c. HEALTH and SOCIAL CARE.
8. G 12 students are permitted to study one subject (BTEC Level 3 Certificate) in the following specializations, equivalent to one Level AS subject:
    a. IT.
    b. ENGINEERING.
    c. HEALTH and SOCIAL CARE.
    d. APPLIED SCIENCE.
9. The equivalent percentages for British secondary school certificate grades are approved as shown in the following tables (1-4), which include British secondary school certificate grades and their equivalent percentages approved for British secondary school certificate equivalency.

(1) Standard Level Grades Table IGCSE/O-Level		
PERCENTAGE (%)	LEVEL GRADE (DIGIT)	LEVEL GRADE (LETTER)
100	9	A*
98	8	
95	7	A
88	6	
85		B
80	5	
75	4	C
65		D
63	3	
55		E
50	2	F

(2) Advanced Level Grading Scale AS-Level	
PERCENTAGE (%)	LEVEL GRADE
100	A
85	B
75	C
65	D
55	E

(3) A-Level Grading Scale	
PERCENTAGE (%)	LEVEL GRADE
100	A*
95	A
85	B
75	C
65	D
55	E

(4) BTEC subject grading scale							
BETC LEVEL 2				BTEC LEVEL 3			
DISTINCTION*	DISTINCTION	MERIT	PASS	DISTINCTION*	DISTINCTION	MERIT	PASS
100	95	85	75	100	95	75	55

10. Students who obtained their certificates in previous academic years and who are not covered by the above conditions and regulations may apply for secondary certificate equivalency via the “Maarif” public services portal of the Ministry of Education and Higher Education, where applications will be reviewed in accordance with the applicable rules and regulations. If you have any questions, please contact the Department of Student Information Center.

❖ Documents and Certificates Required to Apply for British Secondary School Certificate Equivalency:

Certificate issued within the State of Qatar	Certificate issued outside the State of Qatar
• Copies of certificates issued by UK examination boards for all subjects (IGCSE, AS, and A Level) to be attached. • A school certificate showing the student's results in Arabic Language and Islamic Education (for students to whom these requirements apply) to be attached. • All certificates must be duly signed and stamped by school.	• A copy of your passport (valid). • Certificates issued by Examination Boards in the United Kingdom for all subjects (IGCSE, AS, AL). • An official statement from the General Directorate of Passports, or via the "Metrash" app of Qatar's Ministry of Interior, is attached showing the entry and exit records from the State of Qatar during the last academic year. For example, if a student graduated in the academic year: 2018/2019, he/she is required to present the entry and exit records for the period from 01/01/2018 to 30/12/2019. • (For non-Qataris) , an official letter, requesting certificate equivalency, addressed to the Ministry of Education and Higher Education, issued by one of the Qatari ministries or government entities or universities and Higher Education institutions in the State of Qatar (except for children of Qatari women and holders of Qatari documents, and the husband/spouses of Qatari citizens, provided that proof is attached). • Fill out the declaration/undertaking form and the authorization form (these must be downloaded, filled out and re-uploaded when submitting the application). • Prior approval to study abroad (for Qatari nationals only) to be attached. • Academic certificates must be fully attested (see page 5 of this Guide).

5.2. Conditions and requirements for the equivalency of High School Diploma-American System

1. The school issuing the "High School Diploma – American System" must be academically accredited by one of the internationally recognized accrediting institutions.
2. The student must have successfully completed twelve academic years of study.
3. The certificate must be titled "High School Diploma", in accordance with the requirements of the accrediting body/organization to which the school belongs.
4. The certificate obtained by the student must represent the completion of pre-university education.
5. Muslim students must pass the Islamic Education subject in accordance with the Qatari curriculum in Grades 10, 11, and 12. (Students of private schools in the State of Qatar).
6. Arab students must pass Arabic in accordance with the Qatari curriculum in Grades 10, 11, and 12. (Students of private schools in the State of Qatar)
7. The student is required to pass at least two subjects from the following international examinations, in accordance with the approved passing criteria for each.

International Exam	Approved Passing Criteria
SAT 1 (counted as 2 subjects)	English (Minimum score: 400) Math (Minimum score: 400) Note: English and Mathematics scores will be accepted from two different sessions of the SAT 1 examination.
AP Advanced Placement	2 subjects Minimum pass score is (2) for each subject
IB Subjects	2 subjects Minimum pass score is (2) for each subject
ACT 1 (counted as 2 subjects)	Minimum pass score is (18)
AIST ACT Subjects Test	2 subjects Minimum pass score is (18) for each subject

8. The equivalent percentages for the grades of external examination subjects shall be approved in accordance with Tables (1–4), which illustrate the grading of external examination subjects and their corresponding equivalent percentages approved for equivalency of the "High School Diploma – American System."

- Table (1): Grading Table of SAT 1 Exam Subjects.

Score Range	Percentage	SAT to Percent Rule
800 – 1300	65%-90%	Percentage = score x 0.05 + 25
1310 – 1500	90.45%-99%	Percentage = score x 0.045 + 31.5
1510 – 1600	100%	Percentage = 100%

- Table (2): Grading Table of ACT1 Exam - AIST.

Score Range	Corresponding Percentage for Each Grade								
18 to 26	18	19	20	21	22	23	24	25	26
	65%	68%	71%	74%	77%	80%	83%	86%	90%
27 to 36	27	28	29	30	31	32	33	34	35	36
	91%	92%	93%	94%	95%	96%	97%	98%	99%	100%

- Table (3): Grading Table of AP Exam.

Score	Corresponding Percentage
5	100%
4	93%
3	85%
2	65%

- Table (4): Grading Table of IB Subjects.

Score	7	6	5	4	3	2	1
Equivalent percentage	100	95	88	77	66	50	Fail

9. Mechanism for Calculating the Final Percentage in the Equivalency Decision of the "High School Diploma."

   - The final percentage in the equivalency decision of the "High School Diploma" shall be calculated in accordance with the following:

75% of a student's GPA in Grade 12 + 25% of a student's combined results in two external examination subjects.

   - The student's GPA in Grade 12 shall be converted into a percentage in accordance with the following calculation rules:

GPA	The Rule for Calculating the Percentage for A School Certificate
1 – 3.499	Percentage= GPA X 10 + 55
3.5 – 4.0	Percentage= GPA X 20 + 20

10. Students who obtained their certificates in previous academic years that are not stated under the approved conditions and requirements stated above may submit an application for secondary school certificate equivalency through the (Maarif) Public Services Portal. Such applications shall be reviewed in accordance with the applicable rules and regulations. For any inquiries, please refer to the Department of Student Information Center.

❖ **Required Documents and Certificates for Submitting an Application for the Equivalency of the High School Diploma – American System:**

Certificates Issued within the State of Qatar	Certificates Issued Abroad
• Submission of a High School Diploma certificate, duly authenticated with the school stamp and the signature of the authorized school principal. • Submission of the final school transcript, duly authenticated with the school stamp and the signature of the authorized school principal. • The school certificate of the student's results in external examinations, duly authenticated with the school stamp and the signature of the authorized school principal. • The student's external examination certificate issued by the examination board/organization, indicating the student's results in the external examinations.	• A copy of a valid passport. • A High School Diploma certificate. • The final school transcript. • An external examination certificate issued by the relevant examination board/organization, stating the student's results. • Attach a statement from the General Directorate of Passports, or via the "Matrash" application of the Ministry of Interior of Qatar, showing the student's entry and exit records from the State of Qatar during the last academic year. (For example, if the student graduated in the 2018/2019 academic year, the travel record should cover the period from 01/01/2018 to 30/12/2019) • (For non-Qataris) Attach an official letter requesting the equivalency, addressed to the Ministry of Education and Higher Education, issued by a Qatari ministry, governmental institution, or a university/higher education institution in Qatar. • This requirement does not apply to children of Qatari women, holders of Qatari documents, or the spouse of a Qatari citizen, provided supporting evidence is attached. • A completed Declaration Form and Authorization Form (to be downloaded, completed, and uploaded with the application). • Prior approval to study abroad (Qatari nationals only). • All academic certificates must be duly authenticated (refer to page 5 of this Guide

5.3. Conditions and Requirements for the Equivalency of the International Baccalaureate Diploma (IBD), the International Baccalaureate Certificate (IBC), and the International Baccalaureate Career-related Programmeme (IBCP).

5.3.1. Conditions and Requirements for Equivalency of the International Baccalaureate Diploma (IBD)

1. The student must successfully complete twelve years of schooling to obtain this diploma.
2. The student must study six subjects in Year 12 as follows:
   - Three Higher Level (HL) subjects.
   - Three Standard Level (SL) subjects.
3. The student must complete the requirements for this certificate with a minimum total of 24 points.
4. The student must complete the requirements for EE, Tok, and CAS courses.
5. The International Baccalaureate (IBD) Diploma must be issued and accredited by the International Baccalaureate Organization (IBO) in its capacity as the awarding body of this certificate.
6. Muslim students must study and pass Islamic Education according to the Qatari curriculum in grades 10, 11, and 12. (students at private schools in Qatar)
7. Arab students must study Arabic (A) according to the International Baccalaureate system, either at the SL or HL level, or Arabic according to the Qatari curriculum, and pass in grades 10, 11, and 12. (private schools' students in Qatar)

Percentage Calculation Table:

The final percentage = the average of student scores in the subjects referred to in 5.3.1 above, in accordance with the following percentage Calculation Table.

Students' Grade	7	6	5	4	3	2	1
Equivalent Percentage	100	95	88	77	66	50	Fail

5.3.2. Conditions and Requirements for the Equivalency of the International Baccalaureate Certificate (IBC)

1. The student must successfully complete twelve years of schooling to obtain this diploma.
2. The student must study six subjects in Year 12 as follows:
    - Two Higher Level (HL) subjects.
    - Four Standard Level (SL) subjects.
3. The student must complete the requirements for this certificate with a minimum total of 18 points.
4. The student must complete the requirements of the Creativity, Activity, Service (CAS) program, and such completion shall be explicitly stated in their transcript issued by the International Baccalaureate Organization.
5. The student must complete the requirements for TOK and EE as internal school courses, assessed internally through the school's established assessment mechanism, and such completion shall be explicitly stated in their transcript issued by the school.
6. The International Baccalaureate Certificate must be issued and accredited by the International Baccalaureate Organization (IBO) in its capacity as the awarding body of this certificate.
7. Muslim students must study and pass Islamic Education according to the Qatari curriculum in grades 10, 11, and 12. (students at private schools in Qatar)
8. Arab students must study Arabic (A) according to the International Baccalaureate system, either at the SL or HL level, or Arabic according to the Qatari curriculum, and pass in grades 10, 11, and 12. (private schools' students in Qatar)

Percentage Calculation Table:

The final percentage = the average of student scores in the subjects referred to in 5.3.2 above, in accordance with the following percentage calculation table.

Students' Grade	7	6	5	4	3	2	1
Equivalent Percentage	100	95	88	77	66	50	Fail

5.3.3. Conditions and Requirements for International Baccalaureate Career-related Programme (IBCP) Certificate Equivalency

1. The student must successfully complete 12 years of study to obtain this certificate.
2. The academic and career program components should be core components of the Career-related Programme, which includes the following:

    - Three IB Diploma courses at the Standard Level (SL) or the Higher Level (HL), including Mathematics, Arabic, and English.
    - BTEC LEVEL 3 Diploma in such majors as approved in the Ministerial Decision 28 of 2021, equivalent to two courses at the A-Level (AL)
    - Core components of the Career-related Programme are:

        i. Language Development.

        ii. Reflective Project.

        iii. Personal and Professional Skills.

        iv. Service Learning.

3. Arab students are required to study Arabic A of the IB curriculum or that of the national curriculum in Grades 11 and 12. If a student studies Arabic of the national curriculum, he/she must score the minimum passing grade in Arabic, which is graded internally with a grade of (2) or the equivalent percentage of (50%). The student must also add an alternative subject to Arabic A as part of the three required IB Diploma courses. (Private School Students in the State of Qatar).
4. Non-Arab students must study three IB Diploma subjects at Standard Level (SL) or Higher Level (HL), provided such three courses include the two core courses English and Mathematics.

5. If the student studies the "Language Development" course in English as one of the core components of the Career-related Programme, the above-mentioned English course may be replaced with the three IB Diploma course with another course, provided it is assessed externally.
6. Muslim students are required to study and pass Islamic Studies of the national curriculum in Grades 11 and 12. He/she must score the minimum passing grade in Islamic Studies, which is graded internally with a grade of (2) or the equivalent percentage of (50%). (Private School Students in the State of Qatar)
7. The student must score the minimum passing grade, which is grade (3) or higher in the IB Courses, which are assessed externally.
8. The student must score the minimum passing grade in the BTEC Level 3 Diploma Subjects which are assessed externally.
9. The student must complete the success requirements in the core components of the Career-related Programme, which are assessed internally, and they are:

    i. Language Development.

    ii. Personal and Professional Skills.

    iii. Service Learning.

10. The student must successfully complete the requirements for Reflective Project of the core components of the Career-related Programme, which is assessed externally with success grades ranging from A to D.
11. The Career-related Programme certificate must be issued and approved by the International Baccalaureate Organization (IBO), the awarding body of such certificate.
12. (for students studying in the State of Qatar) Adhere to the specializations specified in the UK system for the BTEC LEVEL 3 Subjects as outlined in Ministerial Decision 28 of 2021, and they are:

    - IT.
    - Engineering.
    - Health and Social Care.
    - Applied Sciences.

Additionally, the "Business" specialization has been approved as one of the BTEC Level 3 Diploma specializations, an exception for students in the International Baccalaureate Career-related Programme.

13. The International Baccalaureate Career-related Programmeme (IBCP) certificate shall be deemed equivalent to the Specialized Secondary School Certificate in the State of Qatar.
14. The final percentage for the equivalency of the secondary school certificate for the Career-related Programmeme shall be calculated in accordance with the approved equivalent percentages in the International Baccalaureate system for International Baccalaureate Diploma Programme subjects, and the equivalent percentages for BTEC subjects in accordance with the percentage equivalencies of BTEC grades in the British system.

Percentage Calculation Table:

Final percentage = the average student scores in the three International Baccalaureate subjects and the BTEC LEVEL 3 DIPLOMA subject, according to the following percentage calculation table:

International Baccalaureate Subject Grading Table							
Students' Grade	7	6	5	4	3	2	1
Equivalent Percentage	100	95	88	77	66	50	Fail

BTEC Level 3 Subject Grading Table			
DISTINCTION*	DISTINCTION	MERIT	PASS
100	95 %	75 %	55 %

❖ Documents and certificates required to submit an application for equivalency of the International Baccalaureate Diploma and Certificate and the International Baccalaureate Career-related Programme Certificate issued by the International Baccalaureate Organization:

Documents and Certificates Issued in the State of Qatar	Documents and Certificates Issued Abroad
• The Diploma Statement issued by the International Baccalaureate Organization (for diploma holders). • Transcript issued by the International Baccalaureate Organization (IBO). • Student's school certificate showing their results in Arabic and Islamic Studies (for students to whom the requirement applies). • The BTEC LEVEL 3 Diploma certificate if the qualification is International Baccalaureate Career-related Programme (IBCP). • Certificates must be officially and duly signed and sealed by the school.	• Copy of a valid passport. • Copy of the diploma certificate issued by the International Baccalaureate Organization (for diploma holders). • Transcript issued by the International Baccalaureate Organization (IBO). • Letter issued by the General Directorate of Passports or using the METRASH app of Qatar's Ministry of Interior, showing travel history/record (entry and exit history to and from Qatar) during the last academic year. For example, if student graduated in the academic year 2018/2019, travel history/record should be requested for the period from January 1, 2018, to December 30, 2019. • (For non-Qataris) An official letter requesting equivalency addressed to the Ministry of Education and Higher Education, issued by a Qatari ministry, public institution, university, or higher education institution in the State of Qatar (children of Qatari women, holders of Qatari documents, and spouses of Qatari citizens are exempted from submitting such a letter – provided that evidence to that effect is furnished). • Complete the declaration of authenticity form and the authorization form. (Such forms are to be downloaded, completed, and re-uploaded when submitting the request.) • Attach prior approval for studying abroad (for Qataris only). • Academic certificates must be fully attested (see page 5 of this Guide).

5.4. Conditions and Requirements for the Equivalency of the French Baccalaureate (Le Bac) [France's national high school diploma]

1. The student must successfully complete twelve years of schooling to obtain this diploma.
2. The French diploma must be issued and accredited by the official authorities in the French Republic.
3. Muslim students must study and pass Islamic Studies according to the Qatari curriculum in Grades 10, 11, and 12. (private schools' students in Qatar)
4. Arab students must study and pass Arabic according to the Qatari curriculum in Grades 10, 11, and 12. (students at private schools in Qatar)

Percentage Calculation Table:

The final percentages in the French are calculated according to the following table:

FINAL PERCENTAGES IN THE FRENCH CALCULATION TABLE			
	Scored Grade	**Percentage Range**	**Percentage Calculation Rule**
1	15 – 20	95 – 100	Percentage = Student's Score + 80
2	13 – 14.99	90 – 94.9	Percentage = Student's Score x 2.5 + 57.5
3	11 – 12.99	80 – 89.9	Percentage = Student's Score x 5 + 25
4	10 – 10.99	70 – 79.9	Percentage = Student's Score x 10 – 30
5	9 – 9.99	50 – 69.9	Percentage = Student's Score x 20 – 130

❖ Documents and certificates required for submitting an application for equivalency of the French Baccalaureate (le Bac)

Documents and Certificates Issued in the State of Qatar	Documents and Certificates Issued Abroad
• Diploma certificate and transcript issued by the Ministry of Education of the French Republic.	• Copy of a valid passport. • Copy of the diploma certificate and transcript issued by the French Ministry of Education. • Letter issued by the General Directorate of Passports or using the METRASH app of Qatar's Ministry of Interior,

• Student's school certificate showing their results in Arabic and Islamic Studies (for students to whom the requirement applies). • Certificates must be officially and duly signed and sealed by the school.	showing travel history/record (entry and exit history to and from Qatar) during the last academic year. For example, if student graduated in the academic year 2018/2019, travel history/record should be requested for the period from January 1, 2018, to December 30, 2019. • (For non-Qataris) Attach an official letter requesting equivalency addressed to the Ministry of Education and Higher Education, issued by a Qatari ministry, public institution, university, or higher education institution in the State of Qatar (children of Qatari women, holders of Qatari documents, and spouses of Qatari citizens are exempted from submitting such a letter – provided that evidence to that effect is furnished). • Complete the declaration form and the authorization form. (Such forms are to be downloaded, completed, and re-uploaded when submitting the request.) • Attach prior approval for studying abroad (for Qataris only). • Academic certificates must be fully attested (see page 5 of this Guide).

5.5. Conditions And Requirements for the Equivalency of Secondary School Certificates Issued by Community Schools in the State of Qatar

Equivalency of secondary school certificates issued by community schools in the State of Qatar is conducted according to the following requirements:

1. The student must be officially registered on the National Student Information System (NSIS).
2. The student must have successfully completed at least twelve academic years.
3. The certificate obtained by the student must represent the end of pre-university education.
4. The secondary school certificate must be issued by the Ministry of Education or by accredited examination boards in the country of origin.
5. The student must score a minimum of 50% of the full grade in each subject.
6. The certificate must qualify its holder to pursue university studies in the country of origin.
7. Muslim students must study and pass Islamic Studies in Grades 10, 11, and 12. (students at private schools in Qatar)
8. Arab students must study and pass Arabic according to the Qatari curriculum in Grades 10, 11, and 12. (students at private schools in Qatar)

- ❖ Documents and certificates required for submitting an application for equivalency of Secondary School Certificates Issued by Community Schools in the State of Qatar:

Required Documents and Certificates
Official secondary school certificate issued by the examination board in the student's home country. Student's school certificate showing their results in Arabic and Islamic Studies (for students to whom the requirement applies). Certificates must be officially and duly signed and sealed by the school.

5.6. Conditions and Requirements for The Equivalency of Secondary School Certificates Issued by Schools Abroad

Secondary school certificates issued by schools abroad fall under three categories as follows:

1. Certificates issued by private schools that teach international curricula.

2. Public school certificates issued by countries that administer a standardized central examination to students.
3. Secondary school certificates issued by schools that do not administer centralized examinations accredited by governments or international examination organizations and boards.

5.6.1. Conditions and requirements for the equivalency of secondary school certificates issued by private schools that teach international curricula:

International educational systems/international curricula refer to: the British School certificate, the International Baccalaureate Diploma (IB), the French Baccalaureate (le Bac) [France's national high school diploma], and the US High School Diploma. The same equivalency requirements in Chapter 4 of this Guide, specifically items (1, 2, 3, and 4).

5.6.2. Conditions and Requirements for the equivalency of secondary school certificates from public schools in countries that administer a standardized central examination to students.

Equivalency of secondary school certificates issued abroad from public schools in countries that administer a standardized central examination is conducted according to the following requirements:

- The student must have successfully completed at least twelve academic years.
- The certificate must be issued by the Ministry of Education in the country of origin.
- The school's country of origin must administer a standardized central examination from the Ministry of Education to all students for all Grade 12 students.
- The certificate obtained by the student must represent the end of pre-university education.
- The student must score a minimum of 50% of the full grade in each subject.
- The certificate must qualify its holder to pursue university studies in the country of origin.
- The grade is calculated as shown on the certificate.

5.6.3. Conditions and requirements for the equivalency of secondary school certificates issued by schools that do not administer centralized examinations accredited by governments or international examination organizations and boards.

- The student must have successfully completed at least twelve academic years.
- The certificate obtained by the student must represent the end of pre-university education.
- The student must score a minimum of 50% of the full grade in each subject.
- The student must take the Scholastic Achievement Test and the General Aptitude Test, as determined by the competent department of the Ministry of Education and Higher Education of the State of Qatar. Students may take the Scholastic Achievement Test and the General Aptitude Test only twice: the first time, and a retake if they fail the first test. The test may not be retaken to improve the score.

- The final percentage is calculated according to the following formula:
- Final Percentage = (40% of the final grade in the secondary school certificate + 30% of the Scholastic Achievement Test score + 30% of the General Aptitude Test score).

❖ Documents and certificates required for submitting an application for equivalency of secondary school certificates issued abroad:

The required documents and certificates depend on the certificate category:

1. Certificates issued by private schools that teach international curricula (depends on type of certificate, see section 5.4 of this Guide).
2. Public school certificates issued by countries that administer a standardized central examination to students (see table below).
3. Secondary school certificates issued by schools that do not administer centralized examinations accredited by governments or international examination organizations and boards (see table below).

Required Documents and Certificates
• Copy of a valid passport. • Copy of the secondary school certificates. • Copy of the school certificates for the year preceding the year of the secondary school certificates • Letter issued by the General Directorate of Passports or using the METRASH app of Qatar's Ministry of Interior, showing travel history/record (entry and exit history to and from Qatar) during the last academic year. For example, if a student graduated in the academic year 2018/2019, travel history/record should be requested for the period from January 1, 2018, to December 30, 2019. • (For non-Qataris) Attach an official letter requesting equivalency addressed to the Ministry of Education and Higher Education, issued by a Qatari ministry, public institution, university, or higher education institution in the State of Qatar (children of Qatari women, holders of Qatari documents, and spouses of Qatari citizens are exempted from submitting such a letter – provided that evidence to that effect is furnished). • Complete the declaration form and the authorization form. • (Such forms are to be downloaded, completed, and re-uploaded when submitting the request.) • Attach prior approval for studying abroad (for Qataris only). • Academic certificates must be fully attested (see page 5 of this Guide).

Chapter 6: Equivalency of School Certificates for Students with Disabilities

6.1. Equivalency of school certificates for students with disabilities for Grades 1 to 11

Equivalency of school certificates for students with disabilities is conducted in coordination with the Department of Special Education and Inclusive Education. The equivalency decision is issued by the Department of Student Information Centre.

❖ Application Procedures

The applicant submits the equivalency application manually to the School Certificate Equivalency and Attestation Department, attaching the following:

- Copy of a valid passport.
- Copy of the medical report specifying the type of disability and the student's special needs.
- An official end-of-year transcript for the last two grade levels. The transcript should include the following: name of the certificate's country of origin, student's full name, school name, the academic year, grades for each subject, and student's final score at the end of the academic year.
- Attach prior approval for studying abroad (for Qataris only).
- Academic certificates must be fully attested (see page 3 of this Guide).

6.2. Conditions and requirements for the equivalency of secondary school certificates for students with disabilities

Students with disabilities holding a secondary school certificate fall under two categories:

1. Students with physical disabilities who take the same secondary school certificate exams as regular students. Requirements and regulations for the equivalency of certificates for this category are as outlined in Chapter 5 of this Guide.
2. Students with disabilities who require teaching standards and assessment methods tailored to their specific needs, which differ from the secondary school certificate standards for regular students. Equivalency with the secondary school certificate for the certificates for this category (students with special needs – Support Category/Level 3) in the State of Qatar.

❖ **Application Procedures**

The applicant submits the equivalency application online through the "Maarif" Public Services Portal, attaching the following:

- Copy of a valid passport.
- Copy of the medical report specifying the type of disability and the student's special needs.
- The secondary school certificate (depending on the type of certificate – see Chapter 4 of this Guide)
- Academic certificates must be fully attested (see page 3 of this Guide).

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