



STAMPING PROCEDURES 2007-2008

NAAS Accredited Schools

NAAS is pleased to announce the following procedures for stamping Diplomas, Transcripts and other documents required by schools. NAAS is working hard to facilitate the painstaking process and make it shorter and more efficient. The journey of Diploma and Transcript stamping will start in Egypt. NAAS has formed a strong cooperation with ESI in Egypt. The latter will be involved in the process of stamping and will be your direct contact in Egypt with NAAS.

Procedures for stamping:

For schools that want to process these transcripts and diplomas at the best cost. The documents must be at ESI, **on June 22, 23, 24 and 25- 2008**, 09.00am-04.00pm.

ESI address:

Futures Tech.,
Gameyat El Haq Fe El Hayah Street,
Behind Abou Bakr Al-Sadeeq Mosque,
Sheraton Heliopolis, Cairo
Tel: 226 77 012 or 13 Fax: 226 77 014

Transcripts and diplomas taken to ESI, other than these dates can be done but will be processed at a higher rate.

Documents and materials required:

- 1- School contact information form endorsed and stamped by school's seal.
- 2- Three CDs containing list of each students' name, date of birth, date of enrollment and gender. Moreover, the list should state the numbers of the required duplicate and photocopies of Diplomas and Transcripts (as indicated below). Diplomas and Transcripts

should be arranged in the same order as appear on the list. Diplomas and Transcripts should be stamped with school's seal.

3- Printed copy representing names of students whose documents are to be stamped.

Stamping Fees:

1- Stamping fees for NAAS and ECEB are \$100 (One Hundred American Dollars), for each original diploma and each original transcript.

2- For each photocopy, the fee is \$30 (Thirty American Dollars).

- ESI will review, stamp and forward Diplomas and Transcripts for NAAS.
- NAAS will review and forward Diplomas and Transcripts along with payment of fees to Egyptian Cultural and Education Bureau, ECEB, in Washington, D.C.
- ECEB will review and stamp Diplomas and Transcripts, then send them to the NAAS base in Cairo at ESI.
- ESI will inform schools upon the arrival of Diplomas and Transcripts.
- A school representative is requested to collect Diplomas and Transcripts from ESI.
- If the schools submit the diplomas and transcripts on the June dates listed above, they will be ready for schools to collect at least one week prior to the time that the university admission office opens.

General terms and conditions:

1- ECEB will not accept nor stamp Diplomas and Transcripts delivered directly to them by any process other than the one listed above.

2- Shipping fees will be shared by the number of schools submitting documents at the same time.

3- If Diplomas and Transcripts are presented later than the dates mentioned above, there will be extra charges. Moreover, it is the responsibility of the school to present the transcripts in a timely manner. If the school delays the submission of the transcripts, it is the responsibility of the school to work with the admission office of the University for any inconvenience caused by the delay.



School Information

2007-2008

School name :

School address :

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Telephone :

Mobile :

Fax :

Owner's name :

Mobile :

email :

Director's name :

Mobile :

email :

Contact person :

Mobile :

email :



Students' Information

No.	Name	Date of Birth	Date of enrollment	Gender	No. of Original/Duplicate Transcripts & Diplomas	No. of Photocopies Transcripts & Diplomas
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						

