

LD 01.12

Checklist of legal documents required for a Branch of a University or School

Version: 1.2

Last Update: 15.04.2008

The following documents (notarized and/or legalized as indicated) are required from the applicant before a License can be issued:

1.	Original Certificate of Registration of the parent institution (copy will be accepted if notarized).  OR Original Decree, Law or Order on the establishment of the parent institution as issued by the Ministry of Education in the jurisdiction in which the parent institution is based (copy will be accepted if notarized).  OR Original Parliamentary Act, Resolution or Order or Government Gazette Publication of establishment of the parent institution (copy will be accepted if notarized).
2.	Original Certificate of Good Standing of the parent institution (if the institution is more than two years old).  OR Original Certification of Existence / Continuity from an independent Government Regulatory Authority (e.g., Ministry of Education, Chamber of Commerce, State Board) [copy will be accepted if notarized].
3.	Original Memorandum and Articles of Association of the Parent Institution (copy will be accepted if notarized).  OR Original Governing rules or equivalent document (copy will be accepted if notarized).
4.	Board Resolution (or equivalent) from the parent institution calling for the establishment of a Branch in the Dubai Technology and Media Free Zone and guaranteeing full financial commitment – Notarized and legalized [ <i>Specimen document can be provided</i> ].  (a) Appointment of the Negotiator / Legal Representative (optional). (b) Original Power of Attorney for the Dean / Manager / Branch Director (if not part of the Resolution) – Notarized and Legalized.
5.	(a) Valid Passport copy of the Dean / Manager / Branch Director. (b) NOC from the current Residency visa Sponsor of the Dean / Manager / Branch Director in the U.A.E. (if applicable). (c) Specimen Signature of the Dean / Manager / Branch Director.
6.	Registration and License fees. [Payments are to be made in favor of TECOM through a demand draft / cheque / cash].
7.	Signed copy of the Personnel Secondment Agreement (PSA).
8.	Signed Certificate of an Authorization for Government Services Operations (GSO).

**Important Notes:**

- All legal documents more than one page has to be sealed.

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- Powers of Attorney need to be accompanied with a valid passport copy of the Attorney.
- The Authority reserves the right to call for any extra documents it may deem require, as and when necessary.
- The Authority reserves the right to ask for extra attestation by the UAE Embassy or other Embassies, as may be necessary.
- Board Resolution and/or Power of Attorney for the Manager must state the Manager's full name as per passport including nationality and valid passport number.
- The legal documents must be in English and / or Arabic. Documents in any other language must be accompanied by a certified English or Arabic translation.