

DOCUMENT REQUIREMENTS OF SENACYT and IFARHU UPON UA GRADUATION

1. Diploma certified and apostille

UA Diplomas will come via mail about two months after graduation to the address you have indicated in UAConnect.

2. Official Transcript certified and apostille

At the time of graduation, request transcripts to be issued when the degree is conferred. The transcript will then have the actual degree printed on your transcript. Instructions to request a transcript are at <http://registrar.uark.edu/student-records/transcript-request.php>)

3. Letter to the Consulate

Prepare a letter to the consulate with your personal info (see below):

DD/MM/YYYY
Consulate General of Panamá 24 Greenway Plaza, Suite 1307 Houston, Texas 77046
To whom it may concern:
My name is _____. My phone number is _____, and my email address is _____.
Sincerely yours,

Name/Nombre Mailing Address

The Diploma along with transcripts, the letter to the consulate with your personal information, and a money order of \$60 (\$30 for diploma and \$30 for transcripts) need to be sent to the Consulate of Panama in Houston. You will also want to pay for the return mail to ensure the return of your documents. The diploma and transcripts with the apostilles will be sent in the mail within a week or two.

After receiving back your diploma and transcript with apostille, take it to a notary in Panama and certify two copies (a copy for SENACYT and another one for IFARHU). There may be a fee (\$10.00) to have each copy notarized.

4. Enrollment Verification

Students should request 2 copies of *Enrollment Verification* from the Office of the Registrar.

5. Statement of Standing

Students should request 2 copies of the *Statement of Standing* from the Office of the Registrar.

6. Thesis, Projects and/or Publications

If a thesis was done as part of your degree you will need to submit copies. Since your thesis will be in English, you need to present the abstract in Spanish; the "Resumen Ejecutivo". The rest of the thesis must still be included, but it doesn't need to be translated. If the student didn't have to present a thesis, a copy of projects and publications must be turned in instead.

7. Resume in Spanish

8. Copy of passport showing all entries and exits of the country.

9. Show letter of employment if you have a job in Panama.

Final Step: Present one set of all the documents to SENACYT and another one to IFARHU.