

# Diploma Programme World Exams and Results

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## **World Exam Schedule**

There are two schedules, one published by the IB close to a year in advance of the May World Exams. This schedule clarifies dates of exams but not specific timings, that is the responsibility of the school. Several months prior to World Exams candidates and their parents will receive the school-based schedule with specific timings of each of the Papers.

## **Conduct of the Examinations: Notice to Candidates**

This document outlines the rules and regulations pertaining to the examination session. Students should read this document carefully so they are aware of the expectations during the conduct of the examinations as they will be held accountable for understanding and abiding by these expectations. All Grade 11 Final Exams and Grade 12 Final Exams have been conducted using these rules and regulations to provide students with the opportunity to be exposed to this process.

## **GWA Diploma and the IB Diploma**

Students graduating from GWA will receive their High School Diploma at the time of graduation; this is based on their final grade in their GWA classes and final exams but not the World Exams. The IB results are not issued until July and these scores will not impact a student's graduation requirements from GWA. Please see the DP Handbook on the school website for a reminder of GWA graduation requirements.

## **Achieving the Full Diploma**

What follows is an outline of the regulations for achieving the IB Diploma that has been copied directly from the IBs *General Regulations for the Diploma Programme* document. The full document is available on the school website and instructions to read it have been articulated in meetings and in both the DP Handbook and Programme of Studies.

### Article 12: Grades

Performance in each subject is graded on a scale of 1 point (minimum) to 7 points (maximum). For the IB diploma, a maximum of 3 points is awarded for combined performance in TOK and the extended essay. The maximum total Diploma Programme points score is 45.

### Article 13: Award of the IB diploma

13.1 All assessment components for each of the six subjects and the additional Diploma requirements must be completed in order to qualify for the award of the IB Diploma, except under the conditions stipulated in articles 18 and 19 of these regulations.

13.2 The IB Diploma will be awarded to a candidate provided all the following requirements have been met.

- a. CAS requirements have been met.
- b. The candidate's total points are 24 or more.

- c. There is no “N” awarded for theory of knowledge, the extended essay or for a contributing subject.
- d. There is no grade E awarded for theory of knowledge and/or the extended essay.
- e. There is no grade 1 awarded in a subject/level.
- f. There are no more than two grade 2s awarded (HL or SL).
- g. There are no more than three grade 3s or below awarded (HL or SL).
- h. The candidate has gained 12 points or more on HL subjects (for candidates who register for four HL subjects, the three highest grades count).
- i. The candidate has gained 9 points or more on SL subjects (candidates who register for two SL subjects must gain at least 5 points at SL).

13.3 A maximum of three examination sessions is allowed in which to satisfy the requirements for the award of the IB Diploma. The examination sessions need not be consecutive.

#### Article 14: Form of the IB diploma

14.1 Successful IB diploma candidates will receive an IB diploma and a document (diploma results) listing the total IB diploma points score, the subject grades, the completion of all CAS requirements and any points awarded and individual grades for the combination of TOK and the extended essay [note the matrix below].

14.2 A bilingual diploma will be awarded to a successful candidate who completes two languages selected from group 1, with the award of a grade 3 or higher in both.

14.3 An IB Diploma Candidate who fails to satisfy the requirements for the award of an IB Diploma will receive DP Course Results indicating the grades obtained in individual subjects, together with results in theory of knowledge and the extended essay, and confirmation of the completion of all CAS requirements, as appropriate.

14.4 DP Course Candidates receive Diploma Programme Course Results (DP Course Results) indicating the results obtained in individual subjects and the core requirements, as appropriate.

#### **The Theory of Knowledge/Extended Essay Point Matrix**

| To/From | A                 | B | C | D | E                 |
|---------|-------------------|---|---|---|-------------------|
| A       | 3                 | 3 | 2 | 2 | Failing condition |
| B       | 3                 | 2 | 2 | 1 |                   |
| C       | 2                 | 2 | 1 | 0 |                   |
| D       | 2                 | 1 | 0 | 0 |                   |
| E       | Failing condition |   |   |   |                   |

### Issue of Results to Candidates

A service by which candidates can obtain examination results through the internet is available to all schools. The results are available at <https://candidates.ibo.org> from 1200 hours GMT on 6 July. Results are released in 15 minute intervals based on the time zone of the school. **Candidates will experience difficulties accessing the IB website when using the Safari web browser.**

To access results, a candidate must enter their alphanumeric personal code and their PIN (available on each student's profile in ManageBac). The personal code (for example, cbh768) is case sensitive but the PIN (for example, TH34MPC4) is not case sensitive. If a candidate enters the wrong personal code and/or PIN, his or her attempts to access the site will be blocked after three attempts. Access will be unblocked after 30 minutes of inactivity. Many students will already be familiar with the website and entering the code and PIN as part of the electronic submission process of some of their IB requirements.

The IB Diploma and the Diploma Programme results are sent to schools in late August/early September. If families have moved out-of-country arrangements can be made with the DP secretary for friends or family to pick up the Diploma on behalf of the candidate.

### Issue of Results to Universities

The candidate results service has been developed for candidate use only. ***Under no circumstances should candidates reveal their PIN to universities or admission centres.*** Results are released to universities through a secure website to those universities using the online service. Release of this information is not staggered; universities are able to access all information at 1200 hours. For universities that require results in paper form, these documents (transcripts of grades) are printed and sent out in the weeks after results issue according to university deadlines.

Please note, most universities and application services (like UCAS) use the online service. **With this service the IB does NOT "send" results to universities, instead, universities access candidate results upon their release. Should a university state that they have not "received" a candidate's results it is, in most cases, because they have not accessed a candidate's results OR because the candidate did not ask the DP**

**Coordinator arrange the issue of results to the university.** There will be admissions officers who need to be educated in this process. As well, admissions officers may ask for the personal code and PIN to access results, DO NOT provide this information to them. If the DP Coordinator arranged the release of results to the university, they should be able to access them. If a candidate has forgotten to ask the DP Coordinator to register the release of results, they can request them by visiting <http://ibo.org/en/programmes/diploma-programme/assessment-and-exams/requesting-transcripts/>. After the deadlines noted below, the DP Coordinator is no longer able to make these requests on behalf of a candidate.

The requests for results service must be submitted according to the deadlines below.

- Canada and the United States of America: June 15
- All other countries: April 25

No more than six institutions worldwide can be selected, regardless of whether the results are sent in electronic or paper format. Of these six, no more than one institution can be selected from Canada and one institution from the USA.

On behalf of the DP Coordinator, the DP secretary will complete these requests **until the deadline**, free of charge. Candidates must complete this form and will receive a confirmation email from the DP secretary once the request for results has been completed: <http://goo.gl/forms/ddXINdEPb0>

Candidates can submit additional requests beyond the limits and timeframe noted above by using the transcript request form available on the IB public website at: <http://ibo.org/en/programmes/diploma-programme/assessment-and-exams/requesting-transcripts/>. The IB does charge a small fee for these services and candidates must have their personal code and PIN available to complete the transaction.

An admissions centre counts as one request. If an admissions centre is processing a candidate's university application, complete one request only for the admissions centre; **do not submit a request for each university**. For example, if a candidate is applying to several universities in the United Kingdom via the Universities and Colleges Admissions Service (UCAS), only one request for UCAS is required. When submitting a request for UCAS, ensure that the 10-digit application number is included in the request.

### **Legalization of Diploma Results**

In some countries the IB document Diploma Programme Results needs to be legalized in Geneva, Switzerland by the relevant chancellery, embassy and/or consulate to be valid for entrance to universities.

### The Two Different DP Documents

- IB Diploma Programme Results: The International Baccalaureate always legalizes the Diploma Programme Results document showing the results that the candidate obtained.
- IB Diploma which only shows the candidate's name, and is legalized only in exceptional circumstances when specifically required.

In some cases, certain universities in Argentina, Mexico and Egypt may require the legalization of the Diploma itself in addition to the Diploma Programme Results, but in most cases it is just the results that need to be legalized.

If legalization is requested by the coordinator, the IB Assessment Centre in Cardiff, UK will send to the IB Foundation Office in Geneva, Switzerland the relevant Diploma Programme Results documents, showing the grades obtained by the candidates. The corresponding Diplomas are sent to schools for the attention of coordinators.

When the IB coordinator enters a candidate's name on IBIS, it must be spelled in the same way as the name on the candidate's passport. If this is not the case, the consulates will refuse to legalize the IB Diploma.

Some countries demand copies of passports, please see the accompanying IB document "DP Coordinator's Notes" for details. Copies of passports should be submitted with the Legalization request form on IBIS.

Diploma Programme Course Results for candidates who do not obtain the Diploma, will not be legalized unless this is specifically requested.

After legalization, legalized Diploma Programme Results documents will be mailed to the appropriate schools by special courier service. In the interest of the candidates requesting legalization, and given the strict deadlines to enroll in universities, the legalization service makes every effort to expedite the legalization process, in a short timeline. However, this is largely dependent on the external stakeholders involved.

### Legalization Fees

There is an additional charge for legalization that will be the responsibility of the student. The fees are outlined in the accompanying IB document: "DP Coordinator's Notes".

Legalization requests for one, two or more "apostille" countries, shown with an asterisk on the list of "Countries concerned", will be invoiced only once, as one Apostille Stamp covers all the mentioned countries. Legalization requests for the "consulate countries" will be invoiced as many times as legalization requests for a single different country are made.

### Countries Requiring Legalization

The following is a list of countries for which legalization has been required is outlined in the accompanying IB document "DP Coordinator's Notes". Requirements may be imposed by other countries so it is the responsibility of the candidate to check with their university.

## **Not achieving the Diploma or expected results**

### Re-Takes

If in July a student finds they have not achieved the Diploma or their required score, they can re-write exams in November at GWA. The exam schedule can be sent upon request. Rewriting at a school other than GWA in November is very difficult and will only be facilitated if a student can find a school that is offering November exams and willing to take on a new student. If this does come to fruition GWA will facilitate the transfer of the student to the new school and will no longer have any information pertaining to that student once the transfer takes place (see Appendix A for detailed retake requirements from the IB). Also, note that GWA only facilitates the retaking of exams, not internal assessments. **Prior to a student being registered for re-takes the full fee must be paid to the GWA accounts department and a receipt forwarded to the Diploma Programme Coordinator *before* the student will be registered with the IB for re-takes. Should the student or a family member not be in Dubai, please contact GEMS World Academy directly to arrange payment. There will be no refund should a student decide not to sit one or more of the exams. Fees are at their lowest until July 29<sup>th</sup>. After the 29<sup>th</sup> there are fee increases.** However, given that the first deadline is in the middle of the summer, it is highly recommended that the process be initiated well before the deadline given the natural delays in communication at this time of year.

In summary:

- Provide the DP Coordinator with the *specific* courses for which retakes are desired
- The DP Coordinator will advise the student of the costs, copying the accounts department so they are aware of the invoice amount
- Once the non-refundable payment has been made, provide the DP Coordinator with the receipt of payment and at that point the Coordinator will process the registration
- Should this process not be completed by June 29, the costs will go up.

Experience has shown that unless there is a significant and deliberate commitment to revision and tutoring that scores change only nominally or not at all. The IB takes the better of the exam session scores. Please note that students may only sit for three examination sessions – this includes any session where a student anticipated an exam.

Further information regarding retakes is available in the Appendix to the document.

### Enquiry Upon Results

Students who have failed to achieve the Diploma or their expected results can ask for their papers to be reassessed (re-assessments of internal assessments are not an option the IB provides). However, prior to doing so *students or parents need to specifically indicate in an email that they understand that should the grade change, it can be lowered as well as raised and the IB does NOT take the higher of the two, they take the newly assessed score.* As well, if there is no change to their assessment there is a charge for each subject where there has been no change. **This fee must be paid to the GWA accounts department and a receipt forwarded to the Diploma Programme Coordinator *before* the request for an Enquiry Upon Results will be completed. Should there be a change to the results, accounts**

**will refund the money paid for the Enquiry.** Should students, family members or a friend not be in Dubai, please contact GEMS World Academy directly to arrange payment. The Coordinator will provide students the scores on their papers and the individual paper grade boundaries, if requested. GWA does not release moderated results for IAs but the Coordinator can provide general guidance in that regard.

The enquiry upon results process takes approximately three weeks and students have until September 15 to make the request. Please note, that GWA EUR requests have historically had a success rate of less than 10 percent.

## **Appendix A: Information on Retakes from the IB**

### **Candidates taking one or more subjects again**

If a candidate is not satisfied with the grade he or she has achieved in one or more subjects, or for theory of knowledge or the extended essay requirement, the candidate may take the subject(s) again. This can be in the examination session six months later or, in principle, after any period of time. However, when a subject is taken again, if significant new curriculum or assessment requirements have been introduced the candidate must comply with those new requirements.

A school is under no obligation to register a candidate who wishes to take one or more subjects again, regardless of whether the candidate was a diploma or course candidate, or did or did not previously attend the school. Registering a candidate to retake one or more subjects involves accepting all academic and administrative responsibilities for that candidate, regardless of whether the candidate previously attended a different school.

If a diploma candidate retakes a subject the highest grade will contribute to the diploma. If the grade is the same, it is the date of the first examination session that will appear on the results document.

### **Responsibilities of the school**

A candidate who wishes to take one or more subjects again does not have to register in the same school where the subject was originally taken. If a school accepts a candidate who wishes to retake one or more subjects, the school must assume all academic and administrative responsibilities for that candidate.

It is emphasized that the school is not simply adopting the role of a "retake centre"; the school must demonstrate a commitment to the candidate and provide him or her with all necessary support both before and after the examinations.

Responsibilities include, but are not confined to:

- registering the candidate using his or her personal code
- checking the candidate's personal and subject registration details
- collecting and paying fees to the IB
- offering the candidate the opportunity to submit new or revised work for internal assessment and non-examination components
- confirming the authenticity of work submitted by the candidate
- communicating with the IB on behalf of the candidate and his or her legal guardians
- advising the IB of any adverse circumstances or inclusive assessment arrangements affecting the candidate
- investigating any instance of alleged academic misconduct
- confirming the identity of the candidate
- communicating results to the candidate
- offering the opportunity for an enquiry upon results.

Subject to the approval of the coordinator, a candidate retaking subjects in a different school is not obliged to follow the new school's courses of study for any subject.

A candidate taking a subject again is not required to attend classes if he or she has already received the recommended number of teaching hours. However, coordinators are strongly advised to consider whether the candidate requires additional teaching before taking the examinations or other forms of assessment. Because the candidate has not achieved the desired grade in the subject(s) being retaken, it is highly likely that additional tuition will be required.

If there have been changes to the requirements of a subject's curriculum and/or its assessment, the candidate must comply with the new requirements. This includes changes to the internal assessment. The candidate must be advised of the changes and given appropriate support.

### **Retaking a subject after six months**

Candidates have the opportunity to retake one or more subjects after six months if the subject, level and response language are available. (Such candidates are usually referred to as "six-month retake candidates".) For diploma candidates this includes the opportunity to resubmit a theory of knowledge essay and the extended essay. The following restrictions apply.

- A subject taken as an anticipated subject cannot be retaken after six months. (This restriction is in place because allowing an anticipated subject to be retaken would count as one of the three sessions towards achieving the diploma and therefore prevent a candidate from having a retake session for all subjects.)
- If a candidate is registered for the session six months after his or her diploma session, the subject(s) for which he or she is registering must have already been taken in the diploma session.
- A candidate is not permitted to change from standard level to higher level in a subject being retaken after six months. However, a candidate is permitted to change from higher level to standard level, if the diploma requirements allow such a change.

The registration of a six-month retake candidate is accepted after the "deadline" of 29 January/29 July. However, if the outcome of an enquiry upon results category 1 re-mark is pending, to avoid paying the higher registration fees the coordinators must register the candidate before this deadline. If a grade is raised or lowered as a consequence of a re mark the registration for the subject concerned will be withdrawn on request from the coordinator. No fee will normally be charged, either for the registration or the withdrawal of the registration.

### **Deadlines for retake candidates**

The registration of a retake candidate will not be accepted after the final deadline of 15 April/15 October even if the outcome of an enquiry upon results is pending. This includes course candidates who wish to take one or more subjects again.

Coordinators must register the candidate before this deadline and then await the outcome of the enquiry upon results. (Lower registration fees would be incurred if the retake candidate is registered before the 29 January/29 July.) If a grade is raised (or lowered) as a consequence of an enquiry upon results, the registration for the subject concerned will be withdrawn on request from the coordinator. No fee will normally be charged, either for the registration or the withdrawal of the registration.

text or in the process portfolio or comparative study text. Any image taken from the internet and used as inspiration by candidates when creating their work must be appropriately referenced.

- Where students are deliberately appropriating another artist's image, the exhibition text or the text accompanying the candidate's work in other components must acknowledge the appropriation process, referencing the original artwork as well as the source of the image.
- Failing to appropriately acknowledge sources could potentially lead to an investigation for breach of regulation, which could have serious consequences for candidates.

## Legalization of Diploma Programme results

### Instructions for 2017

#### Background

In some countries, the IB document *Diploma Programme Results* needs to be legalized in Geneva, Switzerland by the relevant chancellery, embassy and/or consulate to be valid for entrance to universities.

It is the responsibility of the DP coordinator to inform candidates of this requirement. The legalization of IB diplomas takes place at the IB Foundation Office in Geneva, Switzerland after each examination session.

**Note:** two different IB documents exist.

- *IB Diploma Programme Results*: The International Baccalaureate always legalizes the *Diploma Programme Results* document showing the results that the candidate obtained.
- *IB Diploma* which only shows the candidate's name, and is legalized only in exceptional circumstances when specifically required.

In some cases, certain universities in Argentina, Mexico and Egypt may require the legalization of the *Diploma* itself in addition to the *Diploma Programme Results*.

#### Legalization requests

If legalization is requested through IBIS by the coordinator, the IB Global Centre in Cardiff, UK will send to the IB Foundation Office in Geneva, Switzerland the relevant *Diploma Programme Results* documents, showing the grades obtained by the candidates. The corresponding *Diplomas* are sent to schools for the attention of coordinators who should retain them until they receive the legalized documents to send together later to individual candidates.

Coordinators must provide the IB Foundation Office with the names and codes of those candidates who wish to have their *Diploma Programme Results* document legalized. This should be done by completing the *Legalization request form* on IBIS from the "Candidate/results/legalization" option and submitting it to the IB Foundation Office before 15 June (May session) or 15 December (November session). Coordinators are asked to submit the *Legalization request form* as early as possible to ensure timely processing of the request. After the deadline, school coordinators must contact [legalization@ibo.org](mailto:legalization@ibo.org).

When completing the *Legalization request form*, the legalization request for the *Diploma Programme Results* document is automatically registered on IBIS.

The legalization of the *Diploma* document itself, which only displays the candidate's name, is usually not required. Should the candidate wish to have the *Diploma* document legalized as well, it must be specified on IBIS, changing the option "Legalize Diploma?" from "No" to "Yes".

Legalization requests for retake candidates are not automatically registered from one to another exam session. Legalization requests for retake candidates must be submitted again for the examination session in which the candidate takes the retake examination.

When the IB coordinator enters a candidate's name on IBIS, it must be spelled in the same way as the name on the candidate's passport. If this is not the case, the consulates will refuse to legalize the IB *Diploma* documentation.

The following countries demand copies of passports: Bolivia, Burkina Faso, Iran, Italy, Palestine and Saudi Arabia (see list of special cases below).

Copies of passports should be submitted **with** the *Legalization request form* on IBIS via email to [legalization@ibo.org](mailto:legalization@ibo.org) and/or sent immediately to: International Baccalaureate Foundation Office, Legalization Service, 15 route des Morillons, 1218 Grand-Saconnex, Geneva, Switzerland, by courier. The direct telephone number of the IB legalization service in Geneva is +41223092545. On receipt of the *Legalization request form*, an acknowledgment will be sent to the school via email.

*Diploma Programme Course Results* for candidates who do not obtain the *Diploma*, will not be legalized unless this is specifically requested on IBIS.

#### Legalized Diploma Programme Results by courier

After legalization, legalized *Diploma Programme Results* documents will be mailed to the appropriate schools by special courier service. Therefore, the *Legalization request form* should be completed with the school telephone number and mailing address (not a PO box number) for delivery. It will then be the responsibility of the coordinators to distribute the documents to their students.

Please note that the IB will bear the costs of the courier service to schools provided that the deadline stated above is met. If it is not, the documents will be sent to schools by registered airmail, unless coordinators advise otherwise; in which case, any extra costs will be charged to the relevant school.

In the interest of the candidates requesting legalization, and given the strict deadlines to enroll in universities, the legalization service makes every effort to expedite the legalization process, in a short timescale. However, this is largely dependent on the external stakeholders involved.

### Payment of legalization fees 2017

1. The standard fee for the legalization of each single IB diploma document will be as shown in the table below, which is listed among the scale of fees in the *Handbook of procedures for the Diploma Programme*.
2. The fee shown in the table above will be charged for each single IB diploma document requiring legalization: the *Diploma*, the *Diploma Programme Results*, the *Diploma Programme Course Results* and/or the extra certificate (for example, if a UK student requires legalization of both the *Diploma* and the *Diploma Programme Results*, a fee of £190.00 (95.00 x 2) will be charged).

#### Notes:

1. Legalization requests for one, two or more "apostille" countries, shown with an asterisk on the list of "Countries concerned" below, will be invoiced only once, as one Apostille Stamp covers all the mentioned countries.
2. Legalization requests for the "consulate countries" will be invoiced as many times as legalization requests for a single different country are made.
3. For all the legalization requests registered after the deadline of 15 June/15 December, the "after the deadline" fee will be applied.

Coordinators should collect the standard fee from candidates requiring the legalization service in advance and retain it. The IB will send invoices for legalization fees to the schools

concerned as soon as possible after the legalization process is completed. Payment should be made only on receipt of this invoice.

### Countries concerned

The following is a list of countries for which legalization has been required in past years. Requirements may be imposed by other countries in the future.

|                         |             |                      |
|-------------------------|-------------|----------------------|
| Argentina*              | Iran        | Portugal*            |
| Armenia*                | Israel*     | Romania*             |
| Bolivia                 | Italy*      | Russia*              |
| Bosnia and Herzegovina* | Jamaica     | Saudi Arabia         |
| Brazil*                 | Jordan      | Serbia*              |
| Bulgaria*               | Kazakhstan* | Singapore            |
| Burkina Faso            | Latvia*     | Slovakia*            |
| Chile*                  | Lebanon     | Slovenia*            |
| Colombia*               | Lithuania*  | Spain*               |
| Costa Rica*             | Macedonia*  | South Korea*         |
| Croatia*                | Malta*      | Sudan                |
| Cyprus*                 | Mexico*     | Syria                |
| Czech Republic*         | Montenegro* | Taiwan               |
| Ecuador*                | Nigeria     | Thailand             |
| Egypt                   | Pakistan    | The Netherlands*     |
| El Salvador*            | Palestine   | Turkey*              |
| Estonia*                | Panama*     | United Arab Emirates |
| Georgia*                | Paraguay*   | Ukraine*             |
| Greece*                 | Peru*       | Uruguay*             |
| Guatemala               | Philippines | Venezuela*           |
| Indonesia               | Poland*     |                      |

|   |  | USD    | CHF    | GBP    | EUR    | SGD    |
|---|--|--------|--------|--------|--------|--------|
| Legalization fee for legalization requests received before the deadline | Legalization of each IB diploma and/or of each consulate country (request received <b>before</b> 15 June/ 15 December)         | 163.00 | 199.00 | 95.00  | 115.00 | 191.00 |
| Legalization fee for legalization requests received after the deadline  | Legalization of each IB diploma document and/or of each consulate country (request received <b>after</b> 15 June/ 15 December) | 244.00 | 296.00 | 143.00 | 172.00 | 285.00 |

\*The Apostille Stamp (as per The Apostille Convention, The Hague, 5 October 1961), replaces legalization by the consulate and one Apostille Stamp covers each of the countries indicated with an asterisk in the list above.

### Special cases

**Argentina:** The IB Diploma is not accepted in all universities in Argentina. It is only accepted in some private universities. Before requesting legalization for this country, it is recommended for students who wish to enroll in Argentinian universities to contact the Argentinian Secretariat of Education of the Ministry of Education. The relevant email address is [consultascyl@me.gov.org](mailto:consultascyl@me.gov.org) and the contact person is Professor Maria Carmen Belber. If registration with the IB Diploma at the Argentinian university is accepted, the legalization of both the *Diploma* and the *Diploma Programme Results* documents is required.

**Burkina Faso:** A photocopy of the candidate's passport is required.

**Egypt:** Some universities in Egypt may require legalization of both the *Diploma* and the *Diploma Programme Results* documents. It is the responsibility of the candidate to check with the university.

**Iran:** A certified photocopy of the candidate's passport is required. National candidates living in Iran must first have the copies of their passports certified at the Ministry of Foreign Affairs of the Islamic Republic of Iran, in Tehran. National candidates living abroad must first have the copies of their passport certified at the Consulate of Iran in the country where they live. The Ministry of Foreign Affairs and/or consulates will validate the copies of the passports and send them to the Consulate of Iran in Bern, Switzerland. An email confirmation must be sent to the legalization service of the IB Foundation Office in Geneva, Switzerland, at [legalization@ibo.org](mailto:legalization@ibo.org), to be able to process the legalization at the consulate of Iran in Bern.

**Italy:** A photocopy of the candidate's passport is required. The consulate of Italy in Geneva only issues Italian attestations and/or declarations of value for candidates that have obtained the IB Diploma. This consulate will not issue the above mentioned documents for *Diploma Programme Course Results*. Universities in Italy may require translation of the *Diploma Programme Results* document into Italian by a registered translator. It is the responsibility of the candidate to comply with this requirement.

**Mexico:** Some universities in Mexico may require legalization of both the *Diploma* and the *Diploma Programme Results* documents. It is the responsibility of the candidate to check with the university.

**Palestine:** A photocopy of the candidate's passport is required.

**Saudi Arabia:** A photocopy of the candidate's passport is required.

**Singapore:** Not all the universities in Singapore require legalization of the *Diploma Programme Results*. Students must check with the university.

**South Korea:** Not all the universities in South Korea require legalization of the *Diploma Programme Results*. Students must check with the university.

**The Netherlands:** Not all the universities in the Netherlands require legalization of the *Diploma Programme Results*. Students must check with the university.

### Individual legalization requests throughout the year

At any time of the year, legalization requests from previous examination sessions can be requested from the IB Foundation Office in Geneva, at the email address [legalization@ibo.org](mailto:legalization@ibo.org). These requests can be made by the IB coordinators of the schools and/or by individual candidates.

The IB Foundation Office in Geneva advises schools and/or individuals on the procedure to follow and on the fees to be paid for the legalization process. The "after the deadline" legalization fee is to be applied. The fees are published in this issue of the *DP Coordinator's notes* as well as the *Handbook of procedures for the Diploma Programme 2017*.

If the request comes directly from an IB school, the IB Foundation Office in Geneva legalizes the diploma documentation and sends it back to the school. The school is invoiced afterwards.

If the request comes from the candidates themselves, IB Foundation Office informs them of the procedure to follow and that legalization fees need to be paid by bank transfer to the IB bank account. The IB Diploma documentation is only legalized and sent back to the student after IB Foundation Office has received proof of payment.

The legalized documents are mailed by courier service to the schools or candidates if they agree to pay for this service. Otherwise, the documents are returned by registered airmail.

For further information, please contact the IB legalization service at [legalization@ibo.org](mailto:legalization@ibo.org).

**Last updated February 2017. Please regularly check for any changes on IBIS.**