



# Certification Authentication and Verification (CAV) Certificates for your academic records

## What is the Certification, Authentication and Verification (CAV) certificates?

The Certification, Authentication, and Verification (CAV) refers to the official and formal processes and acts of checking, reviewing and certifying to the genuineness and veracity of available academic records of a learner duly performed by the either the Department of Education, Commission on Higher Education, or Technical Education and Skills Development Authority and the Department of Foreign Affairs.

The Department of Home Affairs strongly encourages relevant visa applicants to utilise CAV certificates in support of their visa applications, where possible/relevant.

## What documents can be applied for CAV?

### (a) DepED

- a. Elementary/Secondary Diploma
- b. Form 137 or the Permanent Record which is required of learners who transfer to another school or transition from elementary to secondary.
- c. Form 138 or the Report Card. This is required for a learner enrolling to the next grade level.
- d. Report of rating in the Accreditation and Equivalent Test of the Alternate Learning System (ALS) or Philippine Educational Placement Test (PEPT)

### (b) CHED

- a. Official Transcript of Records
- b. Certification of Additional Units earned, if applicable
- c. Diploma (for the graduates)
- d. Diploma Supplement, if required. A diploma supplement is an explanatory document issued to graduates and containing information about their award. The format and inclusions are likely to vary between different education systems and, often, between institutions. Typically, diploma supplements include a description of the award, the awarding institution, and the relevant education system. They also typically include information about the graduate's achievements toward the award.

### (c) TESDA

- a. Certificate of Authentication and Verification issued by the TESDA-issuing office of the individual's National Certificate (NC) or Certificate of Competency (COC)

### **How do I request for a CAV certificate for my academic records?**

The process varies from each education institution. It is best that you contact your educational institution's registrar or records section and enquire regarding their procedure in obtaining a CAV for your school/academic records.

However, generally the process is as follows:

- Obtain certified copies of your school records from your education provider. Inform them that the purpose is to obtain a CAV.
- Your educational institution will either (a) send your records to the relevant government agency e.g. Department of Education, Commission on Higher Education (CHED), or Technical Education and Skills Development Authority (TESDA) where you will get your records and the CAV document OR (b) issue you certified copies of your academic records and you will have to bring it to the regional office of either DepEd, CHED or TESDA for the issuance of the CAV document.
- You will then have to bring the CAV document and academic records to the Philippine DFA to have the CAV Apostilled. The Apostille is different from the "Red Ribbon" and our requirement is a DFA Apostille. DFA Red Ribbon is not acceptable.

As mentioned earlier, the process of the CAV varies from each institution where some institution provides end-to-end services. You should also check with these institutions their respective requirements when processing your CAV requests.

### **I now have my CAV document, how do I submit them for my application?**

If you have lodged your visa application online, you should upload your CAV documentation via your ImmiAccount. You should ensure that the following documents are uploaded:

- DFA Apostille document
- The CAV issued by your school, or DepEd, CHED, or TESDA
- Certified copies of your academic records e.g. Transcript of Records, Permanent Records
- Diploma and any other certification that was part of your CAV requests e.g. Certificate of English as Medium of Instruction etc etc