

The Revalidation Process in Mexico

The Mexican educational system is a national one. All of the educational experience of students entering, or returning to the country, is evaluated by the Secretary of Education (SEP) as a necessary part of the enrollment process in both public and private schools. They study all elementary (1-6), middle (7-9) and high school (10-12) student's records and assign them to a grade level as a result of this evaluation. Students work is typically accepted at their present level of achievement, but there can be exceptions.

International families, and families returning to Mexico, must present their child's report cards to SEP officials at their offices.

Families can expect them to take ten working days to evaluate the report cards and officially assign the student to a grade level.

The school must receive these official documents from you in a timely manner in order to meet our legal requirements. Your prompt attention to this issue is important for your child and their ability to be legally registered in our school.

WHAT IS AN APOSTILLE?

An apostille is a certification that a document is entitled to recognition in the country of intended use.

Elementary (1-6)

BINATIONAL TRANSFER DOCUMENT FROM THE USA: Families from the U.S.A. find it useful to bring with them a special document called the "Binational Transfer Document", which is an official international report card used to simplify the validation of student grades. This international document would contain the grades of the student for their last year, or partial year of studies. It is not legally necessary to bring this document, but it is our experience that it can speed up the validation process with the Mexican Secretary of Public Education. The school can directly receive this documentation and the family has no further work to do, usually.

One can find information about this document on the following web site: http://www.sep.gob.mx/wb2/sep1/sep1_Documento_Transferencia

As an alternative to the "Binational Transfer Document", families can provide the original of last year's partial or complete grades and proceed themselves with the registration process with the Secretary of Public Education.

For elementary students it is not currently necessary to receive an Apostille for report cards.

All Other International Students: Families must present at least the two previous year's official report cards.

Middle School (7-9)

Enrolling into grades 7-9 from the U.S.A. Before leaving try and have your child's report card(s) registered on the "Binational Transfer Document" (see above). The school can directly receive this documentation and the family only no further work to do.

- For 7th grade: register 6th grade report card.
- For 8th grade: register 6th and 7th grade report cards.
- For 9th grade: register 6th, 7th and 8th grade report cards.

If you do not present a Binational Transfer Document follow the procedure for All Other International Students.

All Other International Students: Report card(s) as outlined above must be apostilled by local authorities. An official or certified Spanish translation, an original birth certificate and an Elementary SEP Certificate (if you have one), must also be presented.

High School (10-12)

Students Grades 10-12 from the United States of America and all Other Countries:

Report card(s) as outlined below must be apostilled by local authorities. These documents must be accompanied by an official or certified Spanish translation, an original birth certificate and an original Middle School Certificate (if you have one). If you have a Binational Transfer Document for 9th grade, please get a Revalidation Document from SEP.

- For 10th grade: 6th, 7th, 8th and 9th grade report cards.
- For 11th grade: 6th, 9th and 10th grade report cards.
- For 12th grade: 6th, 9th, 10th and 11th grade report cards.

The JFK School is not a part of this revalidation process-except to receive completed documents. Each family must complete this work directly with the Secretary of Public Education. If a family is not able to deliver the revalidation documents to the school on time, the student will not be able to continue in the school.

Please contact either USEBEQ or the Registry, Revalidation and Equivalences Office for more information.

Middle School (7th, 8th, 9th grades)

High School (10th, 11th, 12th grades)

USEBEQ (Registration and Certification Office) Registry, Revalidation and Equivalences Office

Magisterio Street No. 1000 2nd floor, Blvd.. Centro Sur # 75 Col. Cimatario, Queretaro. Col. Colinas del Cimatario

Phone number: 238-60-00

Phone number: 2620281, 2620250, 2620243

DOCUMENTS REQUIRED IN ORDER TO GET YOUR STUDIES REVALIDATED IN MEXICO

- 2 BLACK AND WHITE STUDIO PHOTOS (TAMAÑO INFANTIL), WHITE SHIRT, NO MAKEUP, NO EARRINGS (FOR 6TH TO 9TH GRADE REVALIDATION DOCUMENT)

ORIGINAL AND LETTER SIZE COPY OF:

- BIRTH CERTIFICATE
- FINAL REPORT CARD OR TRANSCRIPT FROM 6TH GRADE ON, APOSTILLED OR LEGALIZED AND WITH OFFICIAL TRANSLATION INTO SPANISH
- FM3
- FILL OUT APPLICATION AT SEP OFFICE
- PAY CORRESPONDING FEE
- REVALIDATION DOCUMENT UP TO 9TH GRADE (FOR 10TH TO 12TH GRADE REVALIDATION DOCUMENT)

THE ADMISSIONS AND STUDENT RECORDS OFFICE AT JFK CAN PROVIDE THE CONTACT INFORMATION OF A PHOTO STUDIO OR OF AN OFFICIAL TRANSLATOR, IF NEEDED.