

## دليل بسيط لاستكمال طلب التحقق من المصدر الأولي ومعادلات الشهادات الأجنبية لجامعات البحرين



شركة كوادرابي شريك موثوق لجامعة البحرين وتوفر خدمة التحقق من المؤهلات الأكاديمية ومعادلتها للطلاب الذين يسعون للحصول على القبول من قبل جامعة البحرين.

اتبع دليلنا الموضح أدناه لتقديم طلب للحصول على تقرير كوادرابي للتحقق من المصدر الأولي والمعادلة لجامعة البحرين.

### الخطوة 1: إنشاء حساب

1.1 قبل البدء في تقديم طلبك، تأكد من حصولك على المستندات التالية:

- نسخة من جواز السفر
- المستندات المطلوبة للتحقق منها وفقاً لمتطلبات جامعة البحرين (نسخة من الشهادة المراد التحقق منها ومعادلتها بالإضافة إلى جميع أوراق كشف الدرجات)
- خطاب تفويض موقع (بإمكانك تحميل نسخة من المنصة)

لبدء طلبك، قم بزيارة المنصة الخاصة لجامعة البحرين.

[/https://uob.quadrabay.com](https://uob.quadrabay.com)



## 1.2 بمجرد وصولك إلى المنصة الخاصة ، حدد "إنشاء حساب" . قم بملئ البيانات المطلوبة، و من ثم قم بالموافقة على الشروط والأحكام وقم بالتسجيل.

### QuadraBay

#### Welcome to QuadraBay's Verification Portal

QuadraBay is a trusted partner of the University of Bahrain to provide you with the best possible experience when verifying your Education Credentials, Professional Experience and any Professional Qualifications.



**Leaders in Verification**  
Millions of satisfied applicants verified annually



**Competitive Pricing**  
High-quality service at a competitive price



**Fast Processing Time**  
Fast processing time with top-notch quality



**Global Coverage**  
Easily verify your document from anywhere in the world



**Excellent Support**  
WhatsApp, Live chat and call back options 7-days-a-week



**Easy Application**  
Intuitive application in less than 15 mins.



Login Create an Account

Individual Account Corporate Account

Title First Name Last Name

Email Country Code Mobile No.  
(Min 8 Digits Required)

I agree to all Terms & Conditions

SIGN UP

## 1.3 بعد ذلك، سيتم إرسال بريد إلكتروني إليك يحتوي على كلمة مرور لمرة واحدة. انتقل مرة أخرى إلى بوابة تقديم الطلب بعد نسخ كلمة المرور.

# QuadraBay

Dear

To access and enable your account, please use the below listed Login Details:  
Please click the link below or copy the URL into your browser.  
<https://uob.quadrabay.com>

Username: [uobqbtst@gmail.com](mailto:uobqbtst@gmail.com)  
Temporary Password: wuk26441

Kind Regards,  
QuadraBay Team

[APPLICATION GUIDE](#)

[DOWNLOAD](#)

[f](#) [in](#) [@](#) [e](#)

This email is confidential. It is intended only for the use of the person to whom it is addressed. Any distribution, copying or other use by anyone else is strictly prohibited. If you have received this message by error, please inform us immediately and terminate this message.

- 1 Open the Email received from [noreply@quadrabay.com](mailto:noreply@quadrabay.com)
- 2 Copy the One-Time Password Provided
- 3 Navigate back to the UOB Candidate Portal



## 1.4 حدد خيار تسجيل الدخول، وأدخل عنوان بريدك الإلكتروني وقم بتسجيل الدخول باستخدام كلمة المرور لمرة واحدة التي تلقيتها.



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**Easy Application**  
Intuitive application in less than 15 mins



Login

Create an Account

Username

Password

Forgot Password?

Log In



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## 1.5 ستظهر رسالة مطالبة بتغيير كلمة المرور الخاصة بك.



### Change Password

Please make sure your password meets the complexity required.

The password must be minimum 8 character long and must contain 1 capital letter, special character and number.

Example: QuadrBay@123

\*\*\*\*\*

\*\*\*\*\*

✓ Change


Change your temporary password to one that you will remember and keep it private.

1.6 سيتم بعد ذلك إعادة توجيهك إلى صفحة معلومات مقدم الطلب، والتي تحتوي على جميع المعلومات والتعليمات التي تحتاجها لبدء طلبك. يرجى قراءة جميع التعليمات بعناية. يمكنك عرض الحزم وتنزيل خطاب التفويض، والذي سيكون مطلوباً في مرحلة لاحقة. يجب أن تتطابق التفاصيل الموجودة في خطاب التفويض مع نفس تفاصيل جواز سفرك.


**Please ensure that you have the following documents ready before you start your application process:**

You will need clear and readable copies of the indicated documents below:


[Click to view packages](#)



PASSPORT COPY



DOCUMENTS TO BE VERIFIED



CONSENT / AUTHORIZATION LETTER

[Download Consent](#)

[Chat now](#)

1.7 إذا كانت لديك أي أسئلة، يرجى الرجوع إلى قسم الأسئلة الشائعة في صفحة مقدم الطلب.

How long will it take me to complete and submit my application?

The application process is designed to be as simple as possible. Our research suggests that most participants complete the process within 15 minutes.

What is the expected process time of my application?

What happens if there is an information missing from my application?

Whom can I contact if I need support with my application?

How do I know that my application was submitted successfully?

Will I get a copy of my verification report?

How can I track my application?

Can I cancel my application?

[Terms of use](#) | [Privacy Policy](#)

By selecting this box, you indicate that you have read and understood the QuadraBay Terms and Conditions associated with the services provided and are in acceptance of it.

[Next Step](#)

[Chat now](#)

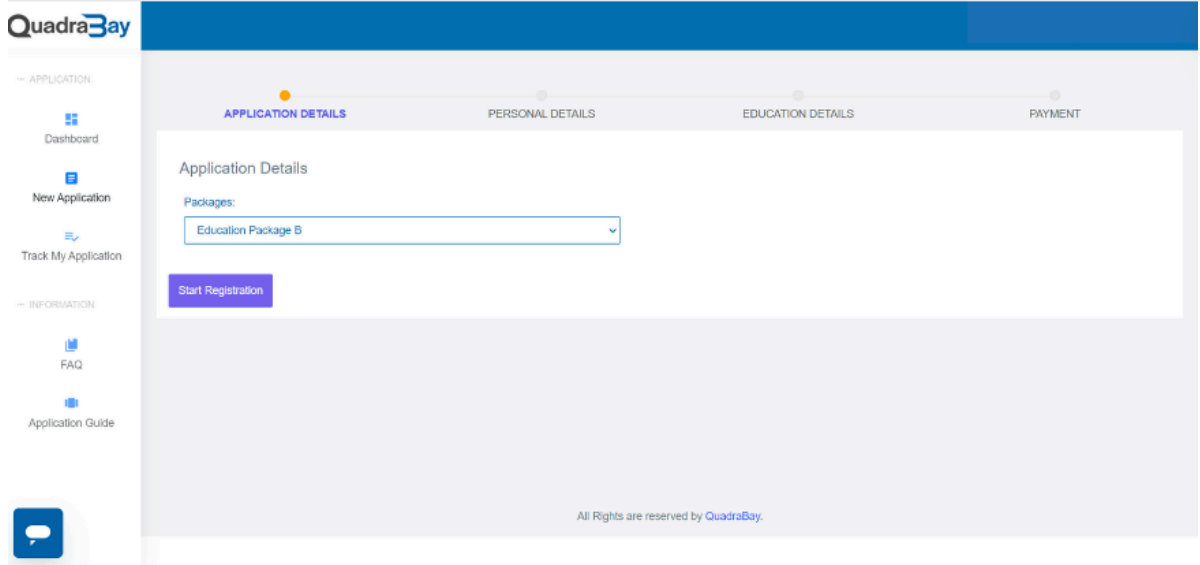
1.8 خلال عملية تقديم الطلب، يمكن استخدام زر "الدردشة الآن" للتواصل مع أحد ممثلي خدمة العملاء.



**Customer support assistance is available throughout the application process.**

## الخطوة 2: تفاصيل الطلب

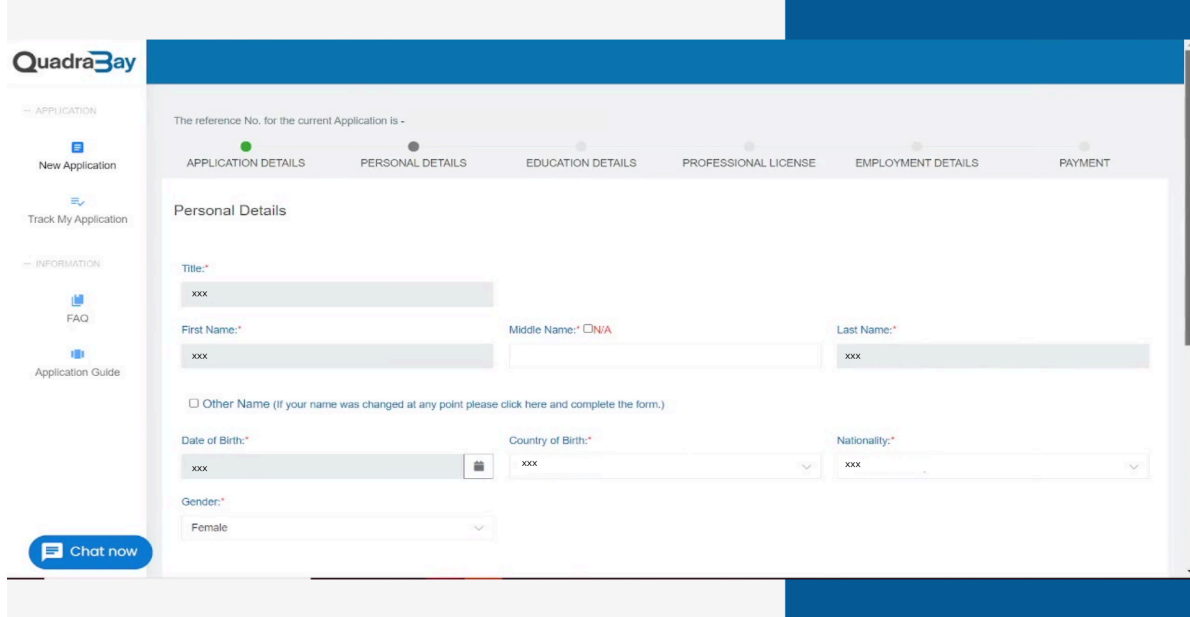
**2.1 حدد خيار "طلب جديد" ثم حدد الحزمة التي تناسب متطلباتك. بمجرد الانتهاء، اضغط على "بدء التسجيل".**



- أنواع الحزم
  - حزمة التعليم والمعادلة أ (التحقق من شهادتين جامعتين ومعادلة شهادتين جامعتين)
  - حزمة التعليم والمعادلة ب (التحقق من شهادته جامعيه واحده ومعادلة شهادته جامعيه واحده)
  - Globex فحص قاعدة البيانات الجنائية الدولية

## الخطوة 3: التفاصيل الشخصية

3.1 املأ بياناتك الشخصية وتفاصيل جواز السفر. يجب ملئ الحقول المميزة بعلامة النجمة الحمراء (\*).

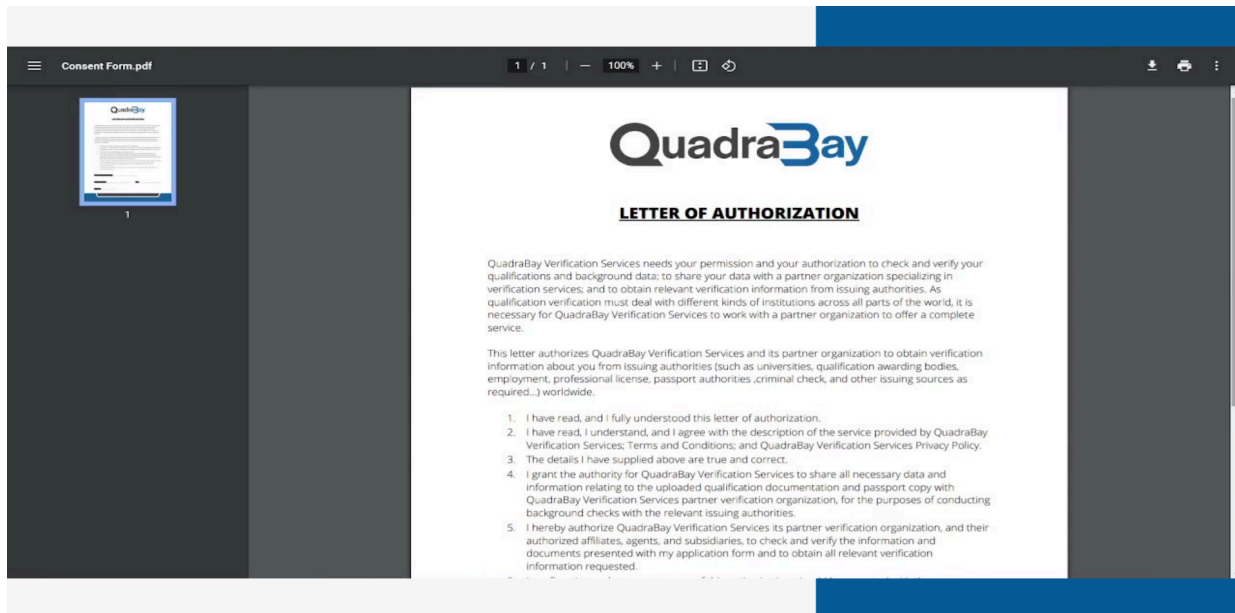


The screenshot shows the QuadraBay application interface. The top navigation bar includes 'APPLICATION', 'INFORMATION', and 'Chat now'. The main content area is titled 'Personal Details' and contains the following fields:

- Title:\*
- First Name:\*
- Middle Name:  N/A
- Last Name:\*
- Date of Birth:\*
- Country of Birth:\*
- Nationality:\*
- Gender:\*

There is also a checkbox for 'Other Name (if your name was changed at any point please click here and complete the form.)'.

3.2 يمكن توقيع خطاب التفويض (LOA) على البوابة عن طريق اختيار "Digital LOA". اقرأ التفاصيل بعناية وتأكد من دقة المعلومات. أضف توقيعك واحفظه وأغلقه.



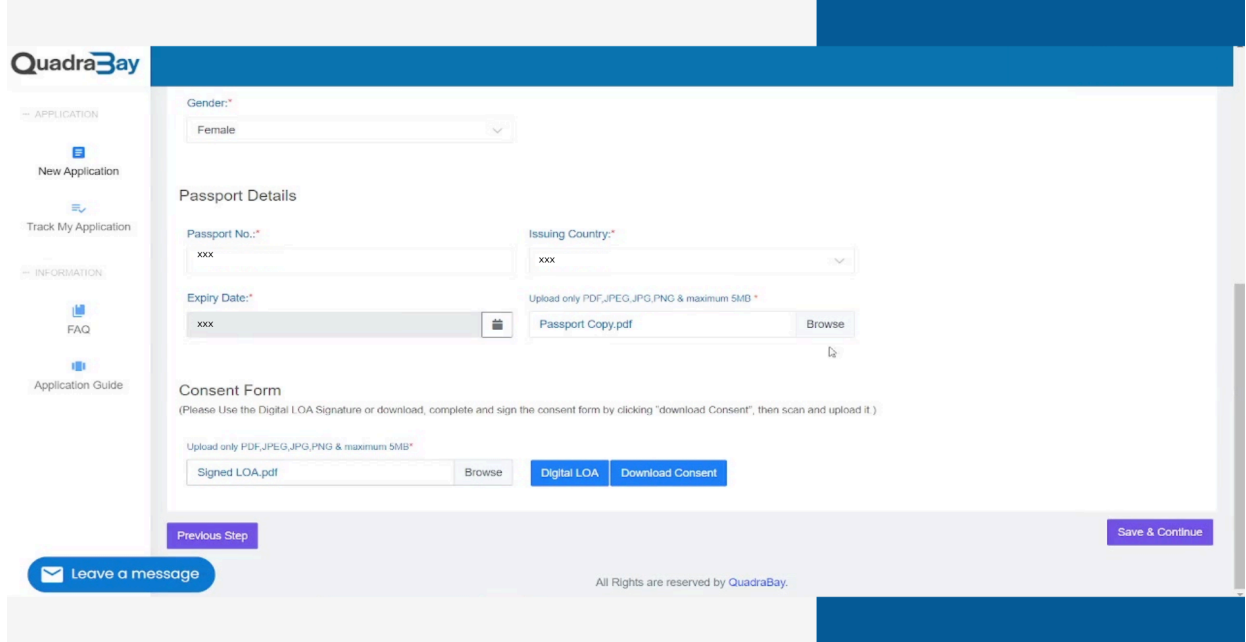
The screenshot shows a PDF document titled 'Consent Form.pdf'. The main content is a 'LETTER OF AUTHORIZATION' from QuadraBay. The text reads:

QuadraBay Verification Services needs your permission and your authorization to check and verify your qualifications and background data; to share your data with a partner organization specializing in verification services; and to obtain relevant verification information from issuing authorities. As qualification verification must deal with different kinds of institutions across all parts of the world, it is necessary for QuadraBay Verification Services to work with a partner organization to offer a complete service.

This letter authorizes QuadraBay Verification Services and its partner organization to obtain verification information about you from issuing authorities (such as universities, qualification awarding bodies, employment, professional license, passport authorities, criminal check, and other issuing sources as required...) worldwide.

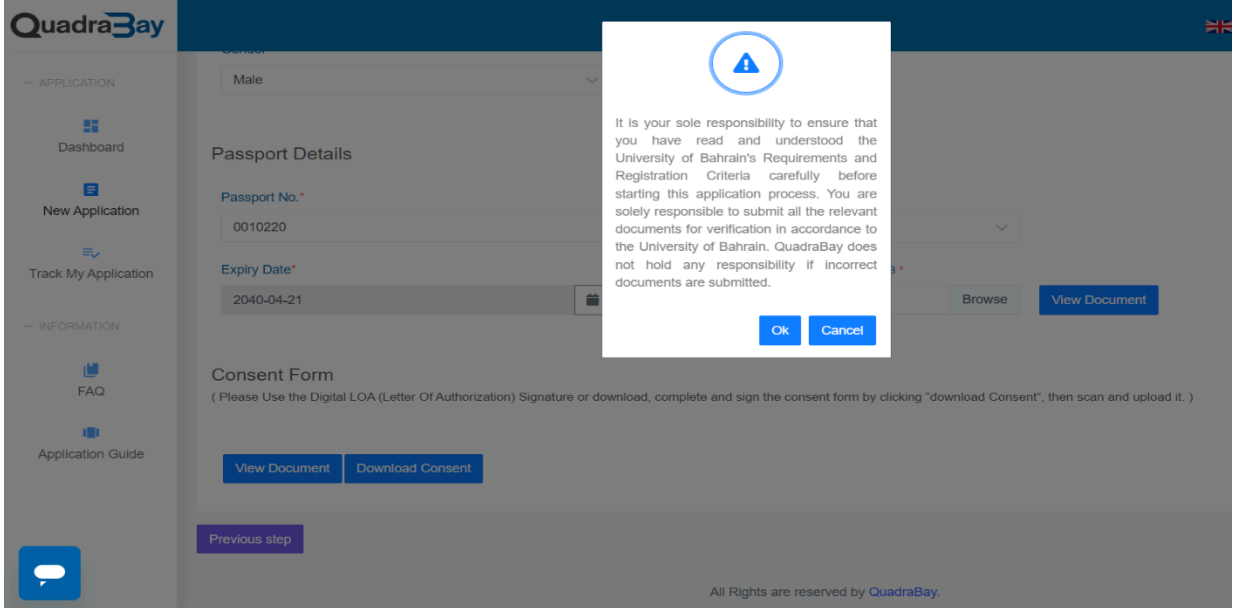
1. I have read, and I fully understood this letter of authorization.
2. I have read, I understand, and I agree with the description of the service provided by QuadraBay Verification Services, Terms and Conditions, and QuadraBay Verification Services Privacy Policy.
3. The details I have supplied above are true and correct.
4. I grant the authority for QuadraBay Verification Services to share all necessary data and information relating to the uploaded qualification documentation and passport copy with QuadraBay Verification Services partner verification organization, for the purposes of conducting background checks with the relevant issuing authorities.
5. I hereby authorize QuadraBay Verification Services its partner verification organization, and their authorized affiliates, agents, and subsidiaries, to check and verify the information and documents presented with my application form and to obtain all relevant verification information requested.

3.3 يمكن أيضًا تنزيل خطاب التفويض بالضغط على "Download consent", وبمجرد الانتهاء، قم بإضافته إلى طلبك عن طريق تحديد "Browse".



The screenshot shows the QuadraBay application form. The form is divided into several sections: Gender (Female), Passport Details (Passport No. xxx, Issuing Country: xxx, Expiry Date: xxx), and Consent Form. The Consent Form section includes a note: "(Please Use the Digital LOA Signature or download, complete and sign the consent form by clicking 'download Consent', then scan and upload it.)" and a file upload field for "Signed LOA.pdf". There are buttons for "Previous Step", "Save & Continue", and "Leave a message". The footer states "All Rights are reserved by QuadraBay."

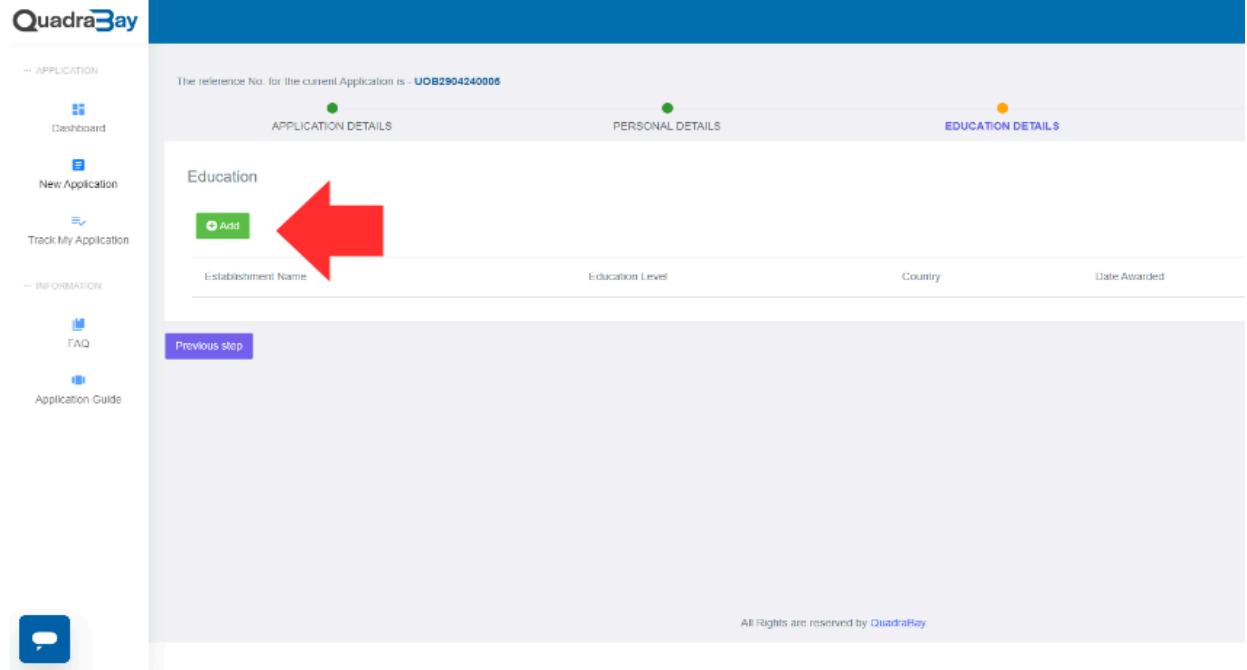
### 3.4 بعد ذلك، ستظهر نافذة منبثقة؛ اقرأها بعناية قبل الضغط على OK.



The screenshot shows the QuadraBay application form with a modal dialog box displayed. The modal dialog contains a warning icon and the following text: "It is your sole responsibility to ensure that you have read and understood the University of Bahrain's Requirements and Registration Criteria carefully before starting this application process. You are solely responsible to submit all the relevant documents for verification in accordance to the University of Bahrain. QuadraBay does not hold any responsibility if incorrect documents are submitted." There are "OK" and "Cancel" buttons at the bottom of the modal. The background form shows the same fields as the previous screenshot, but with a "View Document" button next to the "Signed LOA.pdf" field. The footer states "All Rights are reserved by QuadraBay."

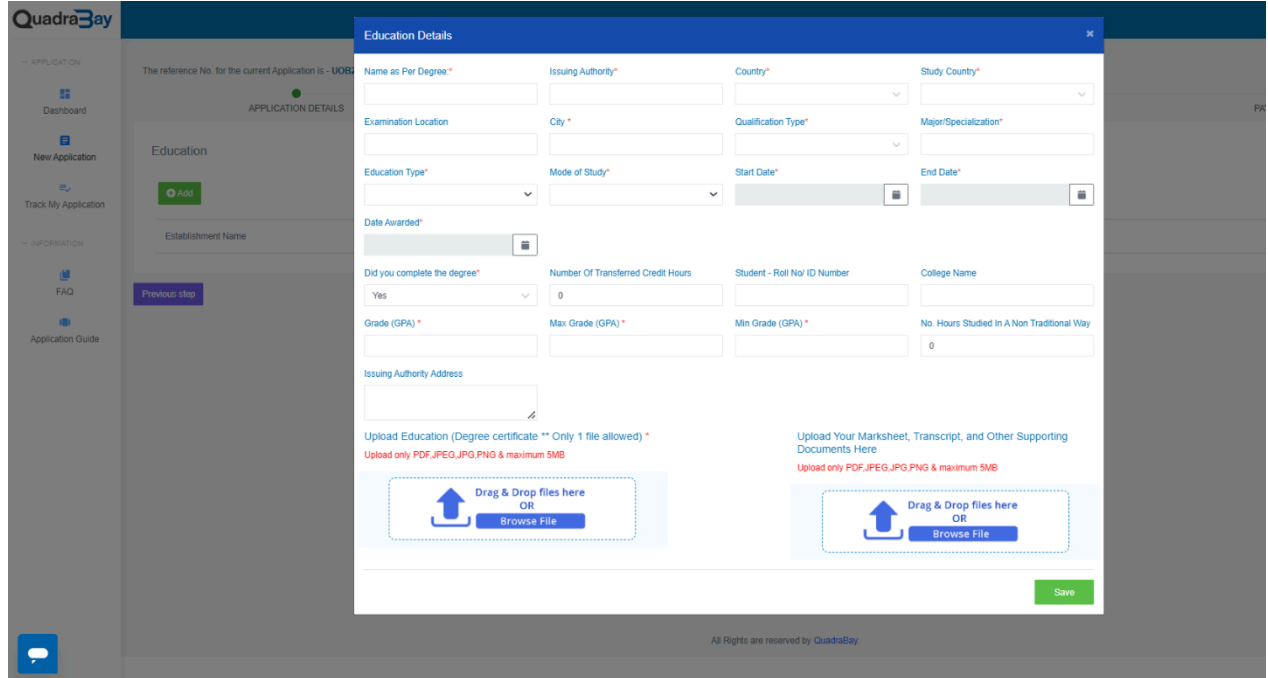
### الخطوة 4: تفاصيل الشهادة

#### 4.1 حدد خيار "إضافة" لإضافة تفاصيل شهادتك.



The screenshot shows the QuadraBay application interface. The top navigation bar includes 'APPLICATION', 'Dashboard', 'New Application', 'Track My Application', 'INFORMATION', 'FAQ', and 'Application Guide'. The main content area is titled 'Education' and features a table with columns for 'Establishment Name', 'Education Level', 'Country', and 'Date Awarded'. A green 'Add' button is located above the table, and a red arrow points to it. Below the table, there is a 'Previous step' button. The footer of the page states 'All Rights are reserved by QuadraBay'.

#### 4.2 املأ الحقول الإلزامية المميزة بعلامة النجمة الحمراء (\*) وقم بتحميل نسخ واضحة من مستنداتك التعليمية.



The screenshot shows the QuadraBay application interface with the 'Education Details' form open. The form contains the following fields:

- Name as Per Degree\*
- Issuing Authority\*
- Country\*
- Study Country\*
- Examination Location
- City\*
- Qualification Type\*
- Major/Specialization\*
- Education Type\*
- Mode of Study\*
- Start Date\*
- End Date\*
- Date Awarded\*
- Did you complete the degree\* (Yes/No)
- Number of Transferred Credit Hours (0)
- Student - Roll No/ ID Number
- College Name
- Grade (GPA)\*
- Max Grade (GPA)\*
- Min Grade (GPA)\*
- No. Hours Studied In A Non Traditional Way (0)
- Issuing Authority Address

There are two upload sections:

- Upload Education (Degree certificate \*\* Only 1 file allowed) \*  
Upload only PDF, JPEG, JPG, PNG & maximum 5MB
- Upload Your Marksheet, Transcript, and Other Supporting Documents Here  
Upload only PDF, JPEG, JPG, PNG & maximum 5MB

Each upload section has a 'Drag & Drop files here' area with a 'Browse File' button. A 'Save' button is located at the bottom right of the form. The footer of the page states 'All Rights are reserved by QuadraBay'.

#### 4.3 بعد الانتهاء، قم بمراجعته التفاصيل ثم انتقل إلى الخطوة التالية.

QuadraBay

The reference No. for the current Application is - UOB2304240005

APPLICATION DETAILS PERSONAL DETAILS EDUCATION DETAILS PAYMENT

### Education

[Add](#)

Establishment Name	Education Level	Country	Date Awarded	
ISSUING AUTHORITY	Masters	ANTIGUA AND BARBUDA	2019-04-30T00:00:00	<a href="#">Edit</a> <a href="#">Delete</a>

[Previous Step](#) [Go to next Step](#)

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## الخطوة 6: الدفع

بعد الانتهاء من تحميل جميع المستندات، فإن الخطوة التالية هي إجراء الدفع.

6.1 يمكنك تحديد خيار "استخدام نفس التفاصيل مثل المعلومات الشخصية"، وسيتم ملئ حقول المعلومات المطلوبة تلقائيًا بمجرد تمكين هذا الخيار.

QuadraBay

The reference No. for the current Application is -

APPLICATION DETAILS PERSONAL DETAILS EDUCATION DETAILS PROFESSIONAL LICENSE EMPLOYMENT DETAILS PAYMENT

### Complete

[Remark](#)

[Pay & Finish](#)

Use same details as personal information

Title \* First Name \* Last Name \*

Code \* Mobile \* Email \*

Billing Address \* City \* State \*

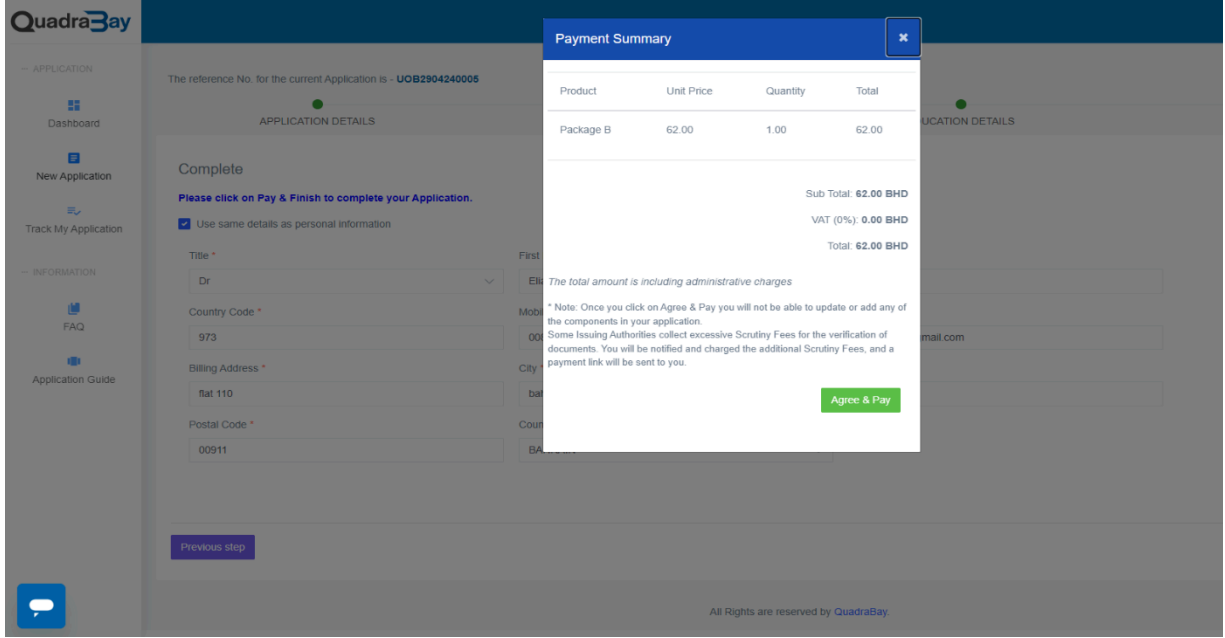
Postal Code \* Country \*

[Previous Step](#) [Pay & Finish](#)

All Rights are reserved by QuadraBay.

[Chat now](#)

6.2 بعد ذلك، سيظهر ملخص الدفع الخاص بك. قم بمراجعته بعناية ثم تابع الدفع. عند الانتهاء، سيتم إرسال إيصال الدفع إلى عنوان بريدك الإلكتروني المسجل.



The screenshot shows the QuadraBay application interface. The main content area displays the 'APPLICATION DETAILS' form, which is currently in the 'Complete' state. The form includes fields for Title, Country Code, Billing Address, and Postal Code. A 'Previous step' button is visible at the bottom left of the form. A 'Payment Summary' modal is open, showing a table with the following data:

Product	Unit Price	Quantity	Total
Package B	62.00	1.00	62.00

Below the table, the modal displays the following summary:

- Sub Total: 62.00 BHD
- VAT (0%): 0.00 BHD
- Total: 62.00 BHD

A green 'Agree & Pay' button is located at the bottom of the modal. The background shows the 'APPLICATION DETAILS' form with fields for Title, Country Code, Billing Address, and Postal Code.

### الخطوات التالية:

يمكنك أيضًا متابعة طلبك عن طريق تحديد الخيار الموجود على الجانب الأيسر من لوحة معلومات مقدم الطلب أو زيارة [www.track.quadrabay.com](http://www.track.quadrabay.com) وتحقق من بريدك الإلكتروني بانتظام لمعرفة أي مستندات متعلقة بطلبك.