

## **A Simple Guide to Completing your QuadraBay University of Bahrain Primary Source Verification and Equivalency Application.**



QuadraBay is a trusted partner of the **University of Bahrain** and provides **Academic Qualification Verification and Equivalency** to students seeking to obtain Admission.

Follow our step-by-step guide below to apply for your QuadraBay Primary Source Verification Report (PSV) and Equivalency for **The University of Bahrain**.

### **Step 1: Create an Account**

**1.1** Before starting your application, make sure you have the below documents:

- Passport Copy
- Documents to be Verified according to The University of Bahrain Requirements (Copy of the Degree to be verified and equalized with addition to all semester Mark Sheets/Transcripts)
- Signed Letter of Authorization



To start your application, visit the dedicated candidate portal: <https://uob.quadrabay.com/>

**1.2** Once you are on the landing page of the dedicated candidate portal, select **'Create an Account'**. Fill in all the required fields, then agree to the terms and conditions and sign up.

**1.3** Then, an email containing a one-time password will be sent to you. Navigate back to the candidate portal after copying the one-time password.



1.4 Select the login option, enter your email address and log in using the one-time password you received.

1.5 A prompt to change your password will appear.

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

**1.6** You will then be redirected to the candidate information page, which will have all the information and instructions you need to start your application. Please carefully read all the instructions. You can view packages and download the authorization letter, which will be required at a later stage. The details on the authorization letter should match the same details as your passport.

**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** If you have any questions, kindly refer to the FAQ section on the candidate landing page.

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 Throughout the application process, the ‘**chat now**’ button can be used to get in touch with a customer service representative.

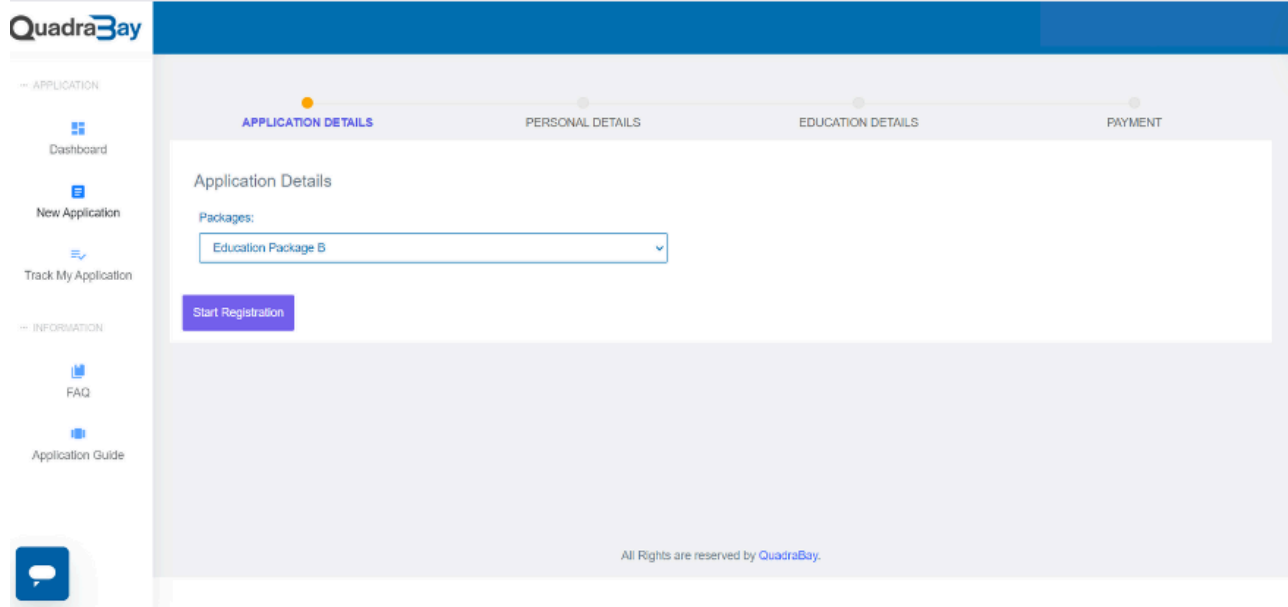


**Customer support assistance is available throughout the application process.**

## Step 2: Application Details

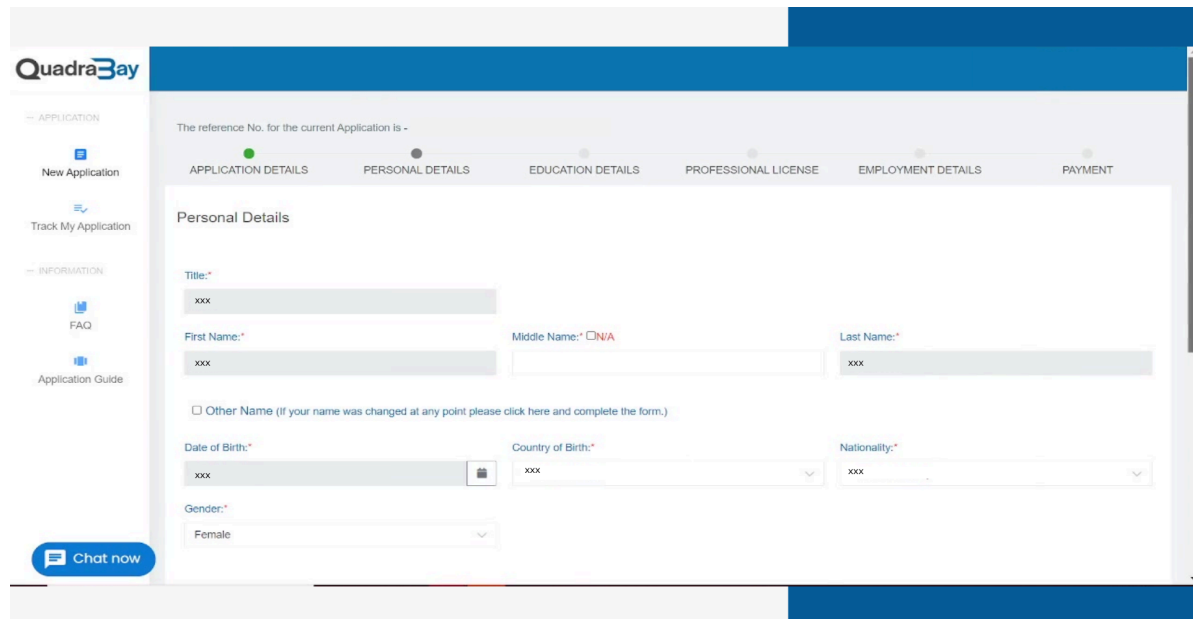
2.1 Select the ‘**New Application**’ option and then select the package that suits your requirements. Once completed, click at ‘**Start Registration.**’

- **Package Breakdown:**
  - Education and Equivalency Package A (Verify 2 educational documents and equalize 2 educational documents).
  - Education and Equivalency Package B (Verify 1 educational document and equalize 1 educational document).
  - Globex (International Criminal Background Check).

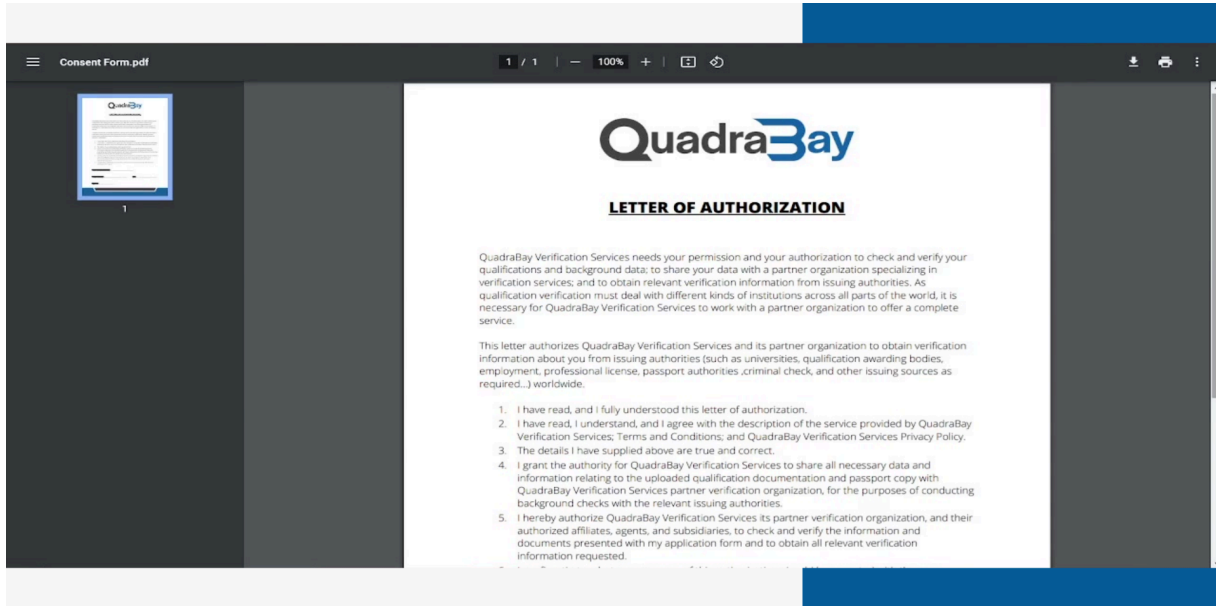


### Step 3: Personal Details

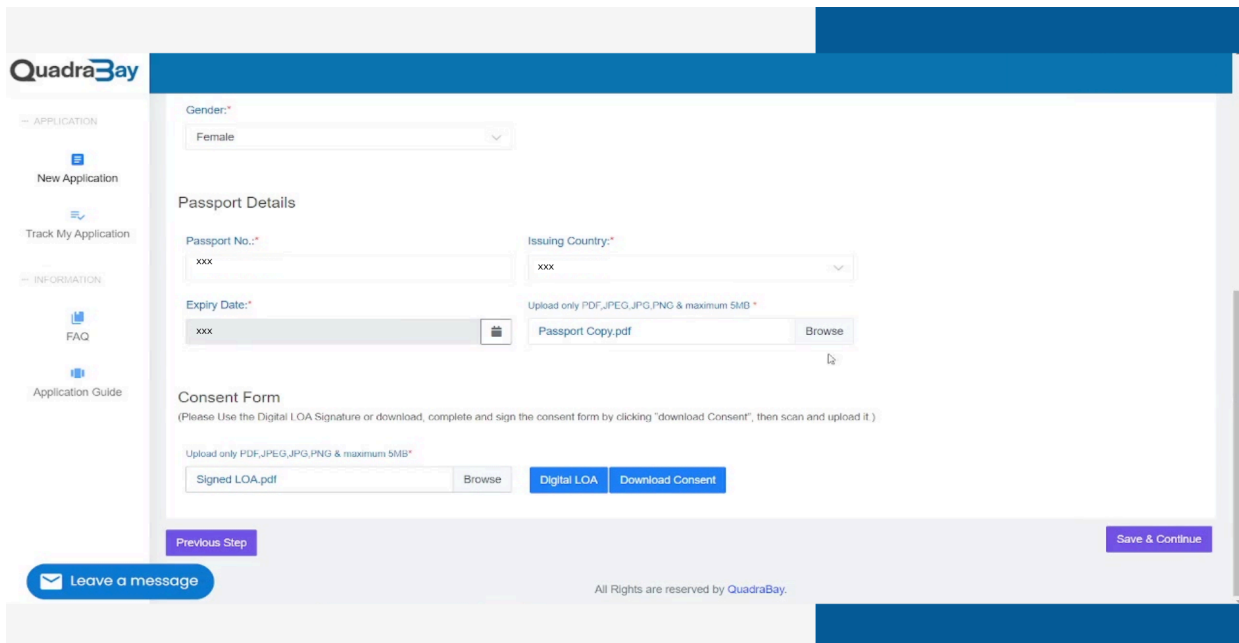
3.1 Fill in your personal details and passport details. The fields highlighted with a red asterisk (\*) need to be filled out since they are mandatory.



**3.2** The Letter of Authorization (LOA) can be signed digitally by choosing **‘Digital LOA’**. Read the details carefully and ensure that the information is accurate. Add your signature, save and close.

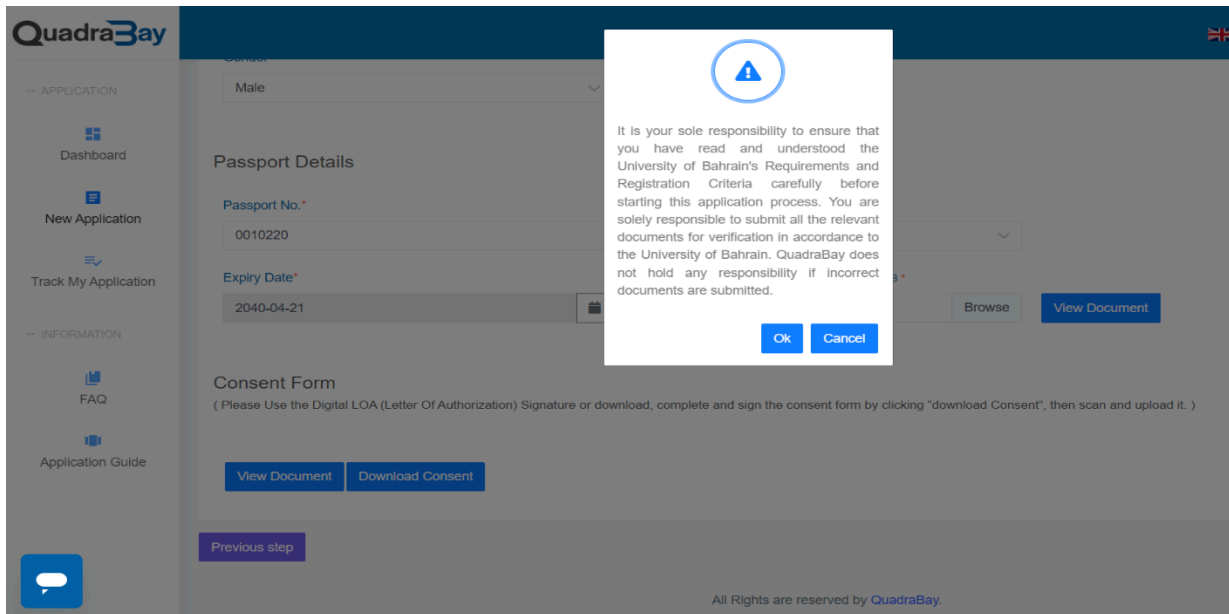


**3.3** Letter of Authorization can also be downloaded by clicking on **‘Download Consent’**, Once completed, add it to your application by selecting **‘Browse’**.





3.4 Then, a pop up will appear; read it carefully before pressing OK.



## Step 4: Education Details

4.1 Select the 'Add' option to add your education details.





**4.2** Fill out the mandatory fields marked with a red asterisk (\*) and upload clear copies of your educational documents.

The screenshot shows the 'Education Details' form in the QuadraBay application. The form is divided into several sections:

- Personal Information:** Name as Per Degree\*, Issuing Authority\*, Country\*, Study Country\*.
- Location and Major:** Examination Location, City\*, Qualification Type\*, Major/Specialization\*.
- Academic Details:** Education Type\*, Mode of Study\*, Start Date\*, End Date\*, Date Awarded\*.
- Completion and Credits:** Did you complete the degree\* (Yes/No), Number Of Transferred Credit Hours, Student - Roll No/ ID Number, College Name.
- Grades:** Grade (GPA)\*, Max Grade (GPA)\*, Min Grade (GPA)\*, No. Hours Studied In A Non Traditional Way.
- Address:** Issuing Authority Address.
- Uploads:** Two upload sections for 'Upload Education (Degree certificate \*\* Only 1 file allowed) \*' and 'Upload Your Marksheet, Transcript, and Other Supporting Documents Here'. Both specify 'Upload only PDF, JPEG, JPG, PNG & maximum 5MB'.

Buttons for 'Previous step', 'Add', 'Save', and 'Go to next step' are visible. A 'Previous step' button is also present in the left sidebar.

**4.3** After completion, review it and then proceed to the next step.

The screenshot shows the 'Education' list view in the QuadraBay application. The table displays the following data:

| Establishment Name | Education Level | Country             | Date Awarded        |   |
|--------------------|-----------------|---------------------|---------------------|---|
| ISSUING AUTHORITY  | Masters         | ANTIGUA AND BARBUDA | 2019-06-30T00:00:00 | <a href="#">Edit</a> <a href="#">Delete</a> |

Buttons for 'Previous step' and 'Go to next step' are visible at the bottom of the table area. A 'Previous step' button is also present in the left sidebar.

## Step 5: Payment

After you have finished uploading all of the documents, the next step is making the payment.

**5.1** You can tick the 'Use Same Details as Personal Information' option, The required fields of information will be filled up automatically once this option is enabled.

**5.2** Next, your payment summary will pop up. Carefully review it and then proceed to pay. Upon completion, a payment receipt will be sent to your registered email address.

| Product   | Unit Price | Quantity | Total |
|-----------|------------|----------|-------|
| Package B | 62.00      | 1.00     | 62.00 |

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

*The total amount is including administrative charges*

*\* Note: Once you click on Agree & Pay you will not be able to update or add any of the components in your application.  
 Some Issuing Authorities collect excessive Scrutiny Fees for the verification of documents. You will be notified and charged the additional Scrutiny Fees, and a payment link will be sent to you.*



## Next Steps:

You can also keep track of your application by selecting the option on the left side of the candidate dashboard or visit [www.track.quadrabay.com](http://www.track.quadrabay.com)

Check your email regularly for any updates.