

## Apostille or Certificate of Authentication

When a diploma (or transcript) is to be used in a foreign country, it may be necessary to have the document authenticated. An authentication certifies the signature and the capacity of the official who has executed the document, and may also authenticate the seal of the official.

The NY Secretary of State authenticates public documents for use in foreign countries. Only public documents issued in New York State, which are signed by a notary public or other public official will be authenticated. The country of destination determines whether the authentication is in the form of an "Apostille" or a "Certificate of Authentication."

### Instructions

Complete and sign this form. Indicate whether you are requesting an Apostille or Certificate of Authentication, the country of destination, and whether it is for a diploma or transcript. The cost per diploma with Apostille/Certificate of Authentication is \$50 per diploma; a transcript with an Apostille/Certificate of Authentication is \$20 per transcript.

You can fax this form to 585/475-7252, e-mail it to registrar@rit.edu, or mail it with your check or money order to the address listed below. To make a payment with your credit card, go to [rit.edu/registrar/apostille-seal](http://rit.edu/registrar/apostille-seal). Please allow 6-8 weeks for delivery. Your diploma will be printed as originally issued unless a change of name form has been submitted to our office prior to receiving this request.

Authenticated documents will be mailed via USPS first-class mail. If you prefer that they be mailed via FedEx, please provide a FedEx shipping label. Go to [rit.edu/registrar/fedex](http://rit.edu/registrar/fedex) for instructions.

### Student Information

Name \_\_\_\_\_  
Last First Middle

University ID Number \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_  
*This is not your SS number. Leave blank if unknown.* MM/DD/YYYY

Previous name (when attending RIT) \_\_\_\_\_  
Last First MI

Graduation information: Year \_\_\_\_\_ Degree \_\_\_\_\_

Country requesting the  Apostille or  Certificate of Authentication \_\_\_\_\_

**I authorize issuance of a diploma or transcript as indicated on this form.**

**Please mail the authenticated document/s to:**

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone No. \_\_\_\_\_ / \_\_\_\_\_ E-mail \_\_\_\_\_  
area code

Signature \_\_\_\_\_ Date: \_\_\_\_\_

### Payment and Disposition

**Payment**  \$50 per diploma, quantity requested \_\_\_\_  \$20 per transcript, quantity requested \_\_\_\_

I have included a check or money order made out to RIT.

I would like to pay with a credit card.  
Please make your payments on-line at [rit.edu/registrar/apostille-seal](http://rit.edu/registrar/apostille-seal).

### Mailing

Mail via USPS first-class mail.

Mail via FedEx. Requestor must provide us with a pre-paid FedEx shipping label.  
For instructions on how to send your transcripts via FedEx, please go to [rit.edu/registrar/fedex](http://rit.edu/registrar/fedex).

**Mail to:**  
RIT Registrar's Office  
Attn: Linda Parr  
27 Lomb Memorial Drive  
Rochester, NY  
14623-5603

**Fax to:**  
585/475-7252

**Scan and e-mail to:**  
registrar@rit.edu

### Office use only

Date Received \_\_\_\_\_

Date Processed \_\_\_\_\_