R·I·T

Rochester Institute of Technology
Office of the Registrar
Eastman Hall (EAS), Room 1252
Linda Parr 585/475-6519
Fax 585/475-7252

Apostille or 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**. 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 regular first-class mail. If you prefer that they be mailed via FedEx, please provide a FedEx shipping label. Go to **rit.edu/registrar/fedex** for instructions.

Policy

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."

Student Information

Please Type

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 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 _____

Country _____

Phone No. _____/_____-_____ Email _____

Signature _____ Date: _____

Payment and Disposition

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

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**.

Mailing / Pick up

❑ Mail via regular 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**.

❑ I will **pick up** the authenticated document(s) at the Registrar's Office (Eastman Hall, Room 1202).

Registrar's Office use only

Date Received _____

Date Processed _____