

## Apostille or Certificate of Authentication

### Instructions

Complete and sign this form. Be sure to list the country of destination, and whether it is for a diploma, transcript or other. The cost per diploma with Apostille/Certificate of Authentication is \$50 per diploma; a transcript with an Apostille/Certificate of Authentication is \$20, and any other type of document (enrollment verification, thesis, etc.) is also \$20.

You can fax this form to 585/475-7252, e-mail it to [registrar@rit.edu](mailto: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 up to 5 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 tracking, please provide a FedEx shipping label. Go to [rit.edu/registrar/fedex](http://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

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

University ID Number \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_  
*This is not your SS number. Leave blank if unknown* *(mm/dd/yyyy)*

Please Type

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

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

Country requesting the authentication \_\_\_\_\_

**I authorize issuance of a diploma, transcript or will provide other document as indicated below.**

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

Name \_\_\_\_\_

Address \_\_\_\_\_

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

Country \_\_\_\_\_

Phone No. \_\_\_\_/\_\_\_\_-\_\_\_\_ Email \_\_\_\_\_

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

### Payment and Disposition

**Payment**  \$50 per diploma, quantity requested \_\_\_\_  \$20 per transcript, quantity requested \_\_\_\_  
 \$20 per other education-related document, 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 / Pick up

- Mail via regular first-class mail. *There is no tracking provided.*  
 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).  
 I will **pick up** the authenticated document(s) at the Registrar's Office (Eastman Hall, Room 1202).

**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](mailto:registrar@rit.edu)

### Registrar's Office use only

Date Received \_\_\_\_\_ Date Processed \_\_\_\_\_ Processed By \_\_\_\_\_