

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 document. The cost per diploma with Apostille/Certificate of Authentication is \$50 per diploma; a transcript with an Apostille/Certificate of Authentication is \$25, and any other type of document (enrollment verification, thesis, etc.) is \$25.

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. Authenticated documents will be mailed via regular first-class or Air Mail (international). If you prefer tracking, you can select an additional FedEx payment option. To make a credit card payment, please go to 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 with this request.

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 other educational document as indicated on this form.

Please mail the authenticated document/s to:

Name _____

Address _____

City/State/Zip _____

Country _____

Phone No. ____/____-____ Email _____

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

- | | | |
|--|----------------|-----------------------|
| <input type="checkbox"/> Diploma (\$50) | quantity _____ | \$ _____ |
| <input type="checkbox"/> Transcript (\$25) | quantity _____ | \$ _____ |
| <input type="checkbox"/> Other education-related document (\$25) | quantity _____ | \$ _____ |
| <input type="checkbox"/> Mail regular first-class or Air Mail (international). <i>No tracking provided. No Charge.</i> | | \$ 0 |
| <input type="checkbox"/> I will pick up the diploma replacement at the Registrar's Office (Eastman Hall, room 1202) | | \$ 0 |
| <input type="checkbox"/> Mail FedEx Domestic (\$25) | | \$ _____ |
| <input type="checkbox"/> Mail International FedEx (\$40) | | \$ _____ |
| | | Total \$ _____ |

Payment Options

- 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.*

Signature _____ Date: _____

Registrar's Office use only

6/22/2017
 REG - Apostille/Cert Authentication

Date Received _____ Date Processed _____ Processed By _____