

# Apostille, Certificate of Authentication, or an Embassy Legalization of a Diploma and/or Transcript

An Apostille, Certification of Authentication or Embassy Legalization is utilized to allow documents to be recognized across international borders. **Before** you begin the process of obtaining an Apostille, Certificate of Authentication, or an Embassy Legalization you must have:

- A copy of your diploma notarized (Manhattanville **DOES NOT** retain copies of student diplomas. You must provide us with a color copy of your diploma)
- A statement attesting to accuracy of the diploma notarized (**The Registrar's Office provides this**)
- If needed, a copy of your official transcript notarized (**Student or graduate must order an official transcript first**)
- Notary public's signature certified by the county clerk (**Student obtains this**)
- Complete Authentication/Apostille Request Form (**Student obtains this**)
- Submit all documentation to New York State Department of State (**Student completes this**)

Did you have credits from a study abroad? You may also need to get the transcript of your study abroad course work notarized. Check with the authority you are preparing your documents for.

## How to get a copy of your diploma notarized:

- 1) Make a quality color copy of your diploma (you may scale it down if necessary to 8.5 x 11 or even smaller)
- 2) Send a written statement requesting the notarization of your diploma and the copy of your diploma to the Registrar's Office at the following address:

**Manhattanville College - Registrar's Office**  
**2900 Purchase St.**  
**Purchase NY 10577**

- 3) The Registrar's Office will notarize your diploma and also provide a degree verification letter.
- 4) We will return the notarized diploma and verification letter **to you by regular domestic mail. We cannot send certified documents on your behalf to any other domestic or foreign recipients!** If we are returning documents to you at a foreign address, it is **your responsibility** to schedule a pickup of your documents from us by a courier service (DHL, Fedex, etc.) at your own expense. Once we are notified of your pickup arrangements, your documents will be waiting at the Manhattanville College post office. Documents may also be picked up in person (photo ID required) or you may designate another party to collect your documents. Please provide us with a signed proxy letter and photocopy of an ID accompanying to that names the party that will appear on your behalf. Your proxy will also be ID'd at our office as well.

To continue the apostille process, you must then send your notarized documents to the County Clerk's office. The notary public's signature on your documents will be certified by the County Clerk in the county where the notary public is qualified to certify. **It is the student's responsibility to obtain this additional certification and pay all fees:**

**Office of the Westchester County Clerk Office**  
**110 Dr. Martin Luther King Blvd, Rm. 330**  
**White Plains, NY 10601**

The final apostille step is to obtain certification from the New York State Department of State:

- Visit this website: <http://www.dos.ny.gov/forms/corporations/1917-f-l.pdf>
- Complete the Authentication/Apostille Request Form at the above link
- Attach all documents to be Apostilled/Authenticated to the Authentication/Apostille Request Form
- Include applicable fees and mailing instructions as indicated on the Authentication/Apostille Request Form
- Submit to New York State Department of State at any of the following locations:

### HAND DELIVERIES

**Albany**  
New York State, Department of State  
Division of Corporations, State Records  
and Uniform Commercial Code  
99 Washington Avenue 6th floor  
Albany, NY 12231

### HAND DELIVERIES

**New York City**  
New York State, Department of State  
Division of Licensing Services  
123 William Street, 19th Floor  
New York, NY 10038

### MAILED REQUESTS

**Albany**  
New York State Department of State  
Division of Corporations, State Records,  
and Uniform Commercial Code  
99 Washington Avenue 6th floor  
Albany, NY 12231

## FOR DETAILED INFORMATION VISIT:

**New York State Authentication of Documents website:** <http://www.dos.state.ny.us/corps/apostille.html>

**IF YOUR COUNTRY is NOT LISTED on The Hague Convention website, then you must obtain EMBASSY Legalization. Visit this web site:** [http://www.hcch.net/index\\_en.php?act=conventions.status&cid=41](http://www.hcch.net/index_en.php?act=conventions.status&cid=41)

Typically, an Embassy Legalization requires the US Department of State certification before going to your embassy/consulate. Please consult your country's Embassy or consulate's website for more information.

Visit the **US State Department Authentication Division in Washington DC** web page: <http://www.state.gov/m/a/auth/>