



## Apostille of Duplicate Diploma and/or Official Transcript Request Information and Form

SUNY Empire State College offers an Apostille or certification of authentication process that certifies academic documents, specifically, duplicate diplomas and transcripts for Empire State College students and alumni.

An Apostille is an authentication of a public document issued pursuant to the 1961 Hague Convention abolishing the Requirement of Legalization for Foreign Public Documents. The convention provides for the simplified certification of public (including notarized) documents to be used in countries that have joined the convention. Under the Hague Convention, signatory countries have agreed to recognize public documents issued by other signatory countries if those public documents are authenticated by the attachment of an internationally recognized form of authentication known as an Apostille. The Apostille ensures that public documents issued in one signatory country will be recognized as valid in another signatory country. ([www.dos.ny.gov/licensing/apostille.html](http://www.dos.ny.gov/licensing/apostille.html))

If the country **is** a member of the Convention of 5 October 1961 Abolishing the Requirement of Legalization for Foreign Public Documents, then the document is authenticated at the New York State Department of State.

If the country **is not** a member of the Convention of 5 October 1961 Abolishing the Requirement of Legalization for Foreign Public Documents, then the document **does** need certificates of authentication by both the New York State Department of State and the U.S. Department of State.

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### Duplicate Diploma(s) and Official Transcripts

In order to process this request, you will need to complete the request form and send or fax to the address/fax number listed below. You must sign your request and be sure to include your name (exactly as you wish it to appear on your diploma), mailing address and student ID or Social Security number.

The quickest way to process this request will be for you to send SUNY Empire State College separate money orders for each of the associated costs listed below. Alternatively, you could include your credit card information or send a check payable to SUNY Empire State College.

- \$3 made payable to the Saratoga County Clerk for fees,
- \$10 made payable to the NYS Department of State for fees, and
- \$8 made payable to the U.S. Department of State for fees (only for non-Hague member) and

One fee \$11.50 made payable to SUNY Empire State College for the cost of the priority mail to/from U.S. Department of State mailing.

### Important Information About Your Transcript

- **Transcripts cannot be released without your *handwritten* signature.**
- Transcripts will not be issued for students or alumni who have outstanding financial obligations to the college.
- Your transcript consists of a degree program (if approved at the time of the transcript request), narrative evaluations of each successfully completed study for all terms prior to November 2011 and a transcript summary.
- Transcripts are processed in the order in which they are received. Please allow up to two weeks for processing. During periods of heavy volume (start and end of semester), please allow additional time for processing.
- Official transcripts opened prior to being delivered to a third party might not be considered official.
- We do **not** produce electronic transcripts.
- The fee for an official transcripts is \$5 per copy.



**Apostille of Duplicate Diploma and/or Official Transcript Request Form - PLEASE PRINT OR TYPE**

Social Security No. or Student ID No. \_\_\_\_\_

SUNY Empire State College location attended \_\_\_\_\_

Student name (or other names known by) \_\_\_\_\_

Current name \_\_\_\_\_

Street/Apt. \_\_\_\_\_

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

Email address \_\_\_\_\_

Check which phone(s) you can be reached at during the day  Home \_\_\_\_\_

Work \_\_\_\_\_  Cell \_\_\_\_\_

**I am ordering the following:**

\_\_\_\_\_ No. of duplicate diplomas at \$10 each

Name to appear on diploma \_\_\_\_\_

\_\_\_\_\_ No. of transcripts at \$5 each

Country (or countries) documents will be used in \_\_\_\_\_

\_\_\_\_\_ No. of documents x \$3 \_\_\_\_\_ made payable to the Saratoga County Clerk for fees,

\_\_\_\_\_ No. of documents x \$10 \_\_\_\_\_ made payable to the NYS Department of State for fees, and

\_\_\_\_\_ No. of documents x \$8 \_\_\_\_\_ made payable to the U.S. Department of State for fees

(for non-Hague member only)

\$11.50 made payable to SUNY Empire State College for the cost to mail all documents priority mail to/from

U.S. Department of State (for non-Hague member country only).

Total fees enclosed \_\_\_\_\_

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**Mailing Instructions**

Street/Apt. \_\_\_\_\_

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

**Payment Options**

Check or money order made payable to: SUNY Empire State College

Credit card, account No. \_\_\_\_\_ Exp. date \_\_\_\_\_

Card holder signature \_\_\_\_\_ Date \_\_\_\_\_

Total amount to be paid to SUNY Empire State College \$ \_\_\_\_\_

Total amount enclosed (if personal check or money orders) \$ \_\_\_\_\_

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

**All diploma(s) and/or transcript(s) will not be released without your signature.**