


# ADMINISTRATIVE PROCEDURE

## ACAD-3

### Diploma and Transcript Certification for Apostille

Number: ACAD-3	Name: Diploma and Transcript Certification or Apostille Processing
Purpose:  This administrative procedure describes the procedures for diploma and transcript authentication for international use.	
Responsible Unit: Registrar's Office - Academic Affairs	
Approved by: 	Approval Date: 10/12/17

#### 1. Certification or Apostille Seal

**1.1** An Apostille is an internationally recognized process to authenticate legal documents that was adopted by the Hague Convention in 1961. Some countries may request that a legal document, such as a transcript or diploma, have an Apostille Seal.

**1.2** Students or alumni requiring an Apostille Seal for their Marshall University transcripts or diplomas must first request the desired document from the Office of the Registrar.

**1.3** The type of authentication provided depends on the country which will receive the document.

**1.3.1** An apostille is provided when the country is a signatory to the Hague Convention.

**1.3.2** A certificate is provided when the country is not a signatory to the Hague Convention.

#### 2. Hague of Apostille Diploma Certification

**2.1** For the purpose of verifying diplomas for apostille or other international certification, the student must supply the diploma to be certified.

**2.1.1** The student must complete the Authentication Request Form and supply a copy of their diploma, attached as Exhibit 1.

**2.1.2** The student can submit their diploma and request form to the Office of the Registrar in the following ways:

**2.1.2.1** Deliver a copy of the diploma and request form.

**2.1.2.2** Mail a copy of the diploma and request form.