



University at Buffalo
The State University of New York

Office of International Education
International Student and Scholar Services

HOW TO GET AN APOSTILLE

What is an Apostille?

An apostille refers to the legalization of a document for international use. The apostille certifies the signature and the position of the official who has issued or certified a copy of a document. Students commonly need an apostille to authenticate their academic transcripts or diploma for use in a foreign country.

Apostilles are only valid in countries that joined the 1961 Hague Convention (the apostille was developed in the Hague). For a list of countries in which the apostille is valid, please see: www.hcch.net/index_en.php?act=conventions.status&cid=41

How do I request an Apostille?

Please follow these steps when requesting an apostille certification of diplomas and transcripts:

1. Bring your diploma or official transcript to the Student Response Center (Capen Hall 232). Tell them that you would like your documents to be notarized because you are applying for an apostille. **Please include a written request to have your documents notarized and include appropriate payments, as indicated below.** (Note: You may also mail your documents to the attention of the Registrar's Office, Capen Hall 232.)
2. Once your documents and payments are received, they will be notarized and mailed on your behalf to the Erie County Clerk's Office Notary Desk. Please include a money order or certified check made out to the "Erie County Clerk" in the amount of \$3.00 for processing. Note: You cannot pay with cash. Only money order or certified checks are acceptable. All fees must be paid in U.S. dollars.
3. After your document is certified by the Erie County Clerk's Office, it will be sent on your behalf to the New York Secretary of State for final approval. **Please include a money order or certified check made out to the New York Secretary of State in the amount of \$10.00 for processing.** Note: You cannot pay with cash. Only money order or certified checks are acceptable. All fees must be paid in U.S. dollars.

What should I mail to the Office of the Registrar?

Include the following when you mail your document(s) to the Office of the Registrar:

1. The document(s) needing the apostille
2. A cover letter containing your name, address, telephone number and the name of the country where you will use this document. For example, if the apostille is requested by the Ministry of Education in your home country, you should explain that.

3. A money order or certified check made payable to "Erie County Clerk" in the amount of U.S. \$3.00.
4. A money order or certified check made payable to "New York State Department of State" in the amount of U.S. \$10.00.

How long does the process take?

Please allow approximately four-five weeks to complete the entire process. Processing times at the Student Response Center vary so it is difficult to predict how many days that step of the process will take. Generally, the certification at the Erie Country Clerks Office can be completed in one-two weeks. Once the documents are mailed to New York State, you should expect to wait an additional two-three weeks to receive the final apostille certificate.

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