



## AUTHENTICATION OR APOSTILLE REQUEST

This form is for students who need a copy of their diploma or their original transcript authenticated, apostilled, or both.

**Send to:** Office of Academic Records, 207 Memorial Hall, 126 Hofstra University, Hempstead, NY 11549-1260, or fax to (516) 463-6421.

**Transcript:**

First, you must request an official copy of your transcript. The transcript must be submitted to the Office of Academic Records to be signed by the dean of Academic Records, and then notarized.

**Diploma:**

We do not have copies of your diploma. If you bring/send your diploma to the Office of Academic Records, 207 Memorial Hall, 126 Hofstra University, Hempstead, NY 11549-1260, we will be happy to copy the diploma for you and submit it to the dean of Academic Records for a signature. **This process may take several days to complete.** After the copy is signed, we will continue the process by having it notarized. To order a replacement diploma, please use the order form at [hofstra.edu/pdf/acadrec\\_drf.pdf](http://hofstra.edu/pdf/acadrec_drf.pdf) and submit it to the Office of Academic Records, 207 Memorial Hall.

**Authentication:**

Once your paperwork is notarized in the Office of Academic Records, students should submit the paperwork to: Nassau County Clerk’s Office, Notary Department, 240 Old Country Rd., Mineola, NY 11501. You should provide a self-addressed, stamped envelope so that the paperwork can be returned to you. There is a charge of \$3 per authentication. (If the total charge is less than \$30, you must submit a money order for payment. For charges of more than \$30, you may send a check.) If you are having several pages of a transcript authenticated, as well as a diploma, it counts as two (2) items being authenticated, and the charge is \$6. You may contact the Nassau County Clerk’s Office at (516) 571-2664.

**Apostille:**

If an apostille is required after the authentication process is completed, the paperwork should be submitted to: Department of State, Certification Unit, 123 William St, 19th Floor, New York, NY 10038. Please be sure to inform the Department of State which country requires the paperwork. There is a \$10 charge by the Department of State per item being apostilled. You must submit a money order with your paperwork, and provide a self-addressed, stamped envelope so that the paperwork can be returned to you.

**Please complete the following:**

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**Student’s Name**

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**Address to which the paperwork should be sent when completed**

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**Student’s ID or SSN**

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**Dates of Attendance**

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**Graduate or Undergraduate**

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**Country for Which Apostille is Required**

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**Student’s Signature**

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**Today’s Date**

**Please note that this process may take several weeks to complete.**