



HOFSTRA UNIVERSITY®

Office of Academic Records and Registrar
207 Memorial Hall, 126 Hofstra University, Hempstead, NY 11549-1260

AUTHENTICATION OR APOSTILLE REQUEST

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

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

Transcript:

Students must request an official copy of their transcript. The transcript must then be submitted to the Office of Academic Records and Registrar to be signed by the dean of Academic Records, and then notarized.

Diploma:

We do not have copies of diplomas. If you bring/send your diploma to the Office of Academic Records and Registrar, 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 have it notarized. To order a replacement diploma, please complete the form at hofstra.edu/pdf/acadrec_drf.pdf and submit to the Office of Academic Records and Registrar, 207 Memorial Hall.

Authentication:

Once your paperwork is notarized in the Office of Academic Records and Registrar, students should submit the paperwork to: Nassau County Clerk's Office, Notary Department, 240 Old Country Road, Mineola, NY 11501. You should provide a self-addressed, stamped envelope so 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 call the Nassau County Clerk's Office at (516) 571-2664 for more information.

Apostille:

If an apostille is required after the authentication process is complete, the paperwork should be submitted to: Department of State, Certification Unit, 123 William Street, 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 the paperwork can be returned to you.

Please complete the following:

Student Name

Address to which the paperwork should be sent once completed:

Student ID or SSN

Dates of Attendance

Graduate or Undergraduate

Country for Which Apostille Is Required

Student Signature

Date

Please note this process may take several weeks to complete.