

APOSTILLE/AUTHENTICATION PROCESS

STUDENT INFORMATION SHEET

An Apostille or a Certificate of Authority is issued by the Illinois Secretary of State Department of Index to certify the authenticity of educational documents (Official Transcripts and/or University issued Diplomas), being submitted to foreign countries.

STEP 1: Registrar's Office Responsibilities

- ✓ Provide Original Signature of school official within Office of the Registrar on documents
- ✓ Notary must attest to the authenticity of the Original Signature appearing on the transcript(s) and/or original diploma(s)
- ✓ Transcript(s) and/or diploma(s) will be embossed with the raised University seal
- ✓ Documents will be mailed to the address on the request form or the student may request to be contacted to pick up the documents

STEP 2: Student Responsibilities after Documents are received by Student

- ✓ Contact the Illinois Secretary of State - Index Department at (217) 782-7017 for the next step in obtaining the Apostille or Certificate of Authority for your educational documents

DISCLAIMER

Students themselves are responsible for reviewing, understanding, and abiding by the University's regulations, procedures, and requirements for an authentication request. Under no circumstances will the Registrar's Office be liable for any non-delivery or damages that result from delivery of your documents. In no event shall the Registrar's Office be liable to the student for loss of any documents.

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