Academic Document Authentication

Additional authentication may be required for university academic documents that will be used abroad. The Office of the University Registrar prepares a notarized affidavit to attest to the validity of the academic document, which may be a diploma (original or provided by student), an official transcript (provided by student), or an official verification. Authentication of documents will require up to five business days to process by the Office of the University Registrar. Please provide the [International Authentication Request Form](mailto:verify@gmu.edu) or directly to the Office of the Registrar.

The notarized affidavit with the academic document attached is then returned to the student or designated representative to obtain the required authentication from the Secretary of the Commonwealth as described below, if needed.

If the country where the document will be used is a party to the [Hague Apostille Convention](https://www.state.gov/documents/organization/275549.pdf), the [Virginia Secretary of the Commonwealth](https://www.vgov.gov/secretaryofcommonwealth/) will affix an apostille* certificate and no further authentication is necessary. If the country is not party to the Hague Apostille Convention, the Virginia Secretary of the Commonwealth will affix a state authentication certificate. The document should then be sent to the [Authentication Office of the U.S. Department of State](https://travel.state.gov/content/travel/en/legal/visa-law0/visa-bulletin/processing-and-attestation/consular-authentication.html) in Washington, D.C. to obtain the U.S. Department of State seal. Detailed instructions for authentication processing can be found at the links above. If necessary, authentication of the U.S. Department of State seal should be obtained at the foreign embassy concerned in Washington, D.C.

*An apostille is a certificate issued in Virginia by the Secretary of the Commonwealth for documents intended for use in foreign countries party to the Hague Convention Abolishing the Requirement for Legalization of Foreign Public Documents.
DOCUMENT AUTHENTICATION REQUEST

When additional authentication is required, the Registrar’s Office prepares a notarized affidavit to attest to the validity of the academic document, which may be a diploma (original or copy submitted by student), an official transcript (submitted by student), or an official verification. The notarized affidavit, with the academic document attached, is then returned to the student to obtain further authentication as may be required, such as the apostille from the Virginia Secretary of the Commonwealth.

Authentication of documents will require up to five business days to process by the Registrar’s Office.

**Please note that this form will not be processed if there are any holds on the student record.**

Student Name: ________________________________________________________________________
Last Name                                      First Name                                 Middle Initial

Student ID Number: _______________________________  Date of Birth: _______________________(mm/dd/yyyy)

E-mail: ___________________________________   Telephone: _______________________

<table>
<thead>
<tr>
<th>Document</th>
<th>Select</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diploma</td>
<td>Original to be provided by student</td>
</tr>
<tr>
<td></td>
<td>Copy to be emailed by student</td>
</tr>
<tr>
<td>Transcript</td>
<td>Student will order transcript to be held for pickup by Certifications office</td>
</tr>
<tr>
<td></td>
<td>Sealed transcript to be provided by student</td>
</tr>
<tr>
<td>Verification</td>
<td>Degree verification</td>
</tr>
<tr>
<td></td>
<td>Current enrollment</td>
</tr>
<tr>
<td></td>
<td>History of enrollment</td>
</tr>
</tbody>
</table>

Signature: __________________________________________ Date: _____________________________

☐ Hold for pick up    ☐ Mail to address below (1st Class US Postal Service)
(For international delivery, please format address EXACTLY as it should appear on envelope.)

_________________________________________________________
Name
_________________________________________________________
Street
_________________________________________________________
City         State                              Zip Code

Registrar Use Only: Notarized By _____  Released By _____  Release Date ________

Fraudulent use of an academic record is a violation of Commonwealth and Federal Statutes.

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