Certification

Office of the University Registrar
Certification Services
4400 University Drive, MS 3D1
Fairfax, Virginia 22030-4444
Tel: 703.993.2448 Fax: 703.993.2467
Web: registrar.gmu.edu E-mail: verify@gmu.edu

INTERNATIONAL AUTHENTICATION REQUEST

Additional authentication may be required for university academic documents that will be used abroad. 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 the required authentication from the Secretary of the Commonwealth. See http://registrar.gmu.edu/verifications/international.html for information. Authentication of documents may require ***up to five business days*** to process by the Registrar's Office. **All required fees must be paid by credit card. Cash payments are also accepted in person at the Cashier's Office. Do not submit fee payment without first verifying charges with Registrar's Office**

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

Student Name: _____
Last Name First Name Middle Initial

ID Number: _____ Date of Birth: _____
(mm/dd/yyyy)

E-mail: _____ Telephone: _____

Number of Authentications Requested:

Diploma _____ x $20.00 each = $ _____

Transcript _____ x $20.00 each = $ _____

Verification _____ x $20.00 each = $ _____

Total _____ x $20.00 each = $ _____

Do not submit fee payment without first verifying charges with Registrar's Office Certifications Services.

(Submit credit card or cash payment in person at Cashier's Office or fax credit card authorization form on next page.)
Payment to be applied to Registrar International Authentication Account 140610-06152.

Signature: _____ Date: _____

☐ Hold for **pick up** ☐ Mail to **USA address** below *(Contact Certification Services for international delivery instructions.)*

_____
Name

_____
Street

_____
City State Zip Code

Students must include a legible copy of their current photo ID for requests not submitted in person.

Registrar Use Only: Payment Receipt _____ Notarized By _____ Released By _____ Release Date _____

Fraudulent use of an academic record is a violation of Commonwealth and Federal Statutes.
20110929

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INTERNATIONAL AUTHENTICATION

Payment Authorization

Fax To: 703.993.2492

George Mason University
Cashier's Office MS 2E1
Phone: 703.993.2496

Do not submit fee payment without first verifying charges with Registrar's Office Certifications Services.

Student Name: _____
Last Name First Name Middle Initial

ID Number: _____ Date of Birth: _____
(mm/dd/yyyy)

E-mail: _____ Telephone: _____

Total Number of Authentications Requested _____ x $20.00 = $ _____

☐ **Credit Card Authorization (Fax or In Person Only):**

Date: _____ Card Type: ☐MasterCard ☐Visa

Credit Card Number: _____

Expiration Date: _____ Amount Charged: $ _____.00

Cardholder Name: _____

Cardholder Signature: _____

☐ **Cash Payment (In Person Only):** Amount Paid: $ _____.00

For Cashier's Office:
Apply payment to Registrar International Authentication Account 140610-06152
and fax copy of Cash Receipt form to 3-2467 or email to verify@gmu.edu.
Questions? Call Registrar Certification Services at 3-9199.

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