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 copy, 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 Document Authentication Request Form to verify@gmu.edu or directly to the Mason Student Services Center (MSSC), located in the SUB I building.

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 <u>Hague Apostille Convention</u>, the <u>Virginia Secretary of the Commonwealth</u> 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 <u>Authentication Office of the U.S. Department of State</u> 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.

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

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.

Last Name		First Name	Middle Initial
udent ID Number:		Date of Birth:	(mm/dd/vvvv)
			(11111) dd, yyyy)
mail:		Telephone:	
Document	Select		
Diploma	Original to b	Original to be provided by student	
	Copy to be 6	emailed by student	
Transcript	Sealed trans	script to be provided by student	
Verification	Degree verit	fication	
	Current enro		
	History of e	nrollment	
gnature:		Date:	
		o address below (1 st Class US Postal Ser address EXACTLY as it should appear or	•
Name			
Name Street			
	State	e Zip Code	