

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 [Hague Apostille Convention](#), the [Virginia Secretary of the Commonwealth](#) 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](#) 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.

