


ADMINISTRATIVE PROCEDURE

ACAD-3

Diploma and Transcript Certification for Apostille

Number: ACAD-3	Name: Diploma and Transcript Certification or Apostille Processing
Purpose: This administrative procedure describes the procedures for diploma and transcript authentication for international use.	
Responsible Unit: Registrar's Office - Academic Affairs	
Approved by: 	Approval Date: 10/12/17

1. Certification or Apostille Seal

- 1.1 An Apostille is an internationally recognized process to authenticate legal documents that was adopted by the Hague Convention in 1961. Some countries may request that a legal document, such as a transcript or diploma, have an Apostille Seal.
- 1.2 Students or alumni requiring an Apostille Seal for their Marshall University transcripts or diplomas must first request the desired document from the Office of the Registrar.
- 1.3 The type of authentication provided depends on the country which will receive the document.
 - 1.3.1 An apostille is provided when the country is a signatory to the Hague Convention.
 - 1.3.2 A certificate is provided when the country is not a signatory to the Hague Convention.

2. Hague of Apostille Diploma Certification

- 2.1 For the purpose of verifying diplomas for apostille or other international certification, the student must supply the diploma to be certified.
 - 2.1.1 The student must complete the Authentication Request Form and supply a copy of their diploma, attached as Exhibit 1.
 - 2.1.2 The student can submit their diploma and request form to the Office of the Registrar in the following ways:
 - 2.1.2.1 Deliver a copy of the diploma and request form.
 - 2.1.2.2 Mail a copy of the diploma and request form.

- 2.1.2.3 Fax a copy of the diploma and request form.
 - 2.1.3 If the student has lost or cannot find their diploma, then the student may request and purchase a replacement diploma.
 - 2.1.3.1 The cost and time needed to replace the diploma will be contingent on the type of replacement diploma requested (undergraduate, graduate, or professional).
- 2.2 Once the Office of the Registrar has received the diploma to be certified:
 - 2.2.1 The diploma will be verified for accuracy to ensure there has been no tampering or falsifying of records.
 - 2.2.2 Once the diploma has been verified, an official of Marshall University will notarize the diploma.
 - 2.2.3 After the diploma has been notarized, the Office of the Registrar will mail the diploma to the address requested, or the document can be picked up by the student.
 - 2.2.4 If the diploma is required to have the official apostille seal, that must be done through the office of the West Virginia Secretary of State's Office. Additional information can be located at <http://www.sos.wv.gov/business-licensing/apostilles-authentications/Pages/default.aspx>.
 - 2.2.5 The Office of the Registrar reserves the right to assess a fee as approved by the Board of Governors.

3. Transcript Certification

- 3.1 A student must complete the Authentication Request Form and transcript request form, <http://www.marshall.edu/registrar/files/New-Transcript-Request-Form-2017.pdf>, and submit them to the Office of the registrar by mail, fax, or in person.
- 3.2 Once the student has completed both forms and submitted them, the Office of the Registrar will produce the transcript and an official will notarize the document.
 - 3.2.1 The transcript will not be produced and notarized if the student has an obligation to the University that will prevent the transcript to be released.
- 3.3 The Office of the Registrar will then mail the transcript to the address on the request form.
 - 3.3.1 The Office of the Registrar will only mail apostille transcript requests.
 - 3.3.2 If the transcript is required to have the official apostille seal, that must be done through the office of the West Virginia Secretary of State's Office. Additional information can be located at <http://www.sos.wv.gov/business-licensing/apostilles-authentications/Pages/default.aspx>.
 - 3.3.3 The Office of the Registrar reserves the right to assess a fee as approved by the Board of Governors.

Authentication Requests Forms can be located online at www.marshall.edu/registrar.

**Include copy of sticker/certification statement

AUTHENTICATION REQUEST FORM

First Name

Middle Name

Last Name

Student ID Number or
Social Security Number

E-mail Address

Type of Document to be Certified

- Diploma
 Transcript

Please attach transcript request form or
copy of diploma with the request

Student's Mailing Address

City

State

Country

Zip Code

Certified diplomas will only be held for pick
up or mailed directly to the student.
Choose the option below that you would
prefer.

- Hold for Pick-Up
 Mail to Student

Certified Transcripts will be mailed to the
student or mailed to the desired
desintation. Choose the option below
that you would prefer.

- Mail to Student
 Mail to Recipient

Signature:

Request form, transcript request, and copy
of diploma may be mailed to:
Office of the Registrar
Marshall University
Old Main 106A
One John Marshall Drive
Huntington, WV 25755

Request form, transcript request,
and copy of diploma may be
faxed to (304) 696-6476

Contact Information:
(304) 696-6410
registrar@marshall.edu

One John Marshall Drive, Huntington, WV 25755
www.marshall.edu

