

Diploma and Transcript Authentication (Apostille)

What is an "Apostille"?

In order to have a smooth transition of documents back to your country, it is highly recommended to authenticate the notarization or certification of your academic records from the United States. An "Authentication" and "Apostille" is a two-step certification process that ensures that the public documents issued in one signatory country will be recognized as valid in another signatory country. Many countries may require documents to be authenticated in order to be accepted for education and or employment proposes

Under the 1961 [Hague Convention](#), many countries have agreed to recognize public documents issued by other signatory countries if those public documents are authenticated by the attachment of an internationally recognized form of authentication known as an "apostille".

For more information about the authentication/apostille procedure, please visit the [United States Secretary of State's website](#). <https://travel.state.gov/content/travel/en/records-and-authentications/authenticate-your-document/authentications-and-apostilles.html>

How do I get my Academic Records (Diploma/Transcript) Apostille or Authenticated?

- Students may apply for multiple copies of their transcript/diploma from the Registrar's Office at <http://registrar.uncc.edu/> or visit the office in King room 141
- Make sure to ask the Registrar's Office to **notarize** your transcript and or diploma
- You are responsible for having all the signatures authenticated by the Department of State in the state capital in Raleigh, NC. You may visit www.sosnc.gov/divisions/authentications & www.sosnc.gov/divisions/Authentications/Apostille_Certificates for more instructions, contact information, office hours, associated fees and procedural updates
- Mail your document(s) with a cover letter, the required fee, and self-addressed/stamped returnenvelope to the U.S Department of State in Washington DC. Be sure the cover letter explains why the document(s) needs to be authenticated, the name of the country where they will be used, include your full name, address, phone number and e-mail address, in case they need tocontact you. Office of Authentications, U.S. Department of State, 600 19th Street, NW, Washington, DC 20006 (202-485-8000)
<https://travel.state.gov/content/travel/en/records-and-authentications/authenticate-your-document/authentications-and-apostilles.html>