

Apostille: Apostille is a French word (pronounce ah-poh-STEEL) , which means a certification. For transcripts to get an apostille, the notarized transcript must be sent to the Secretary of State where the student lives. Students from Spain, Mexico, Korea, and some other countries may need to get apostilled transcripts. *Exchange students should begin the apostille process one month before departure.*

1. Write down the name, email address, and phone number of the official and notary public on campus in charge of your records, and the dates and times they are there, even if it is after your departure. You may need to contact them again from your home country if your first transcript gets lost in the mail.
2. Find out how you can get the Transcript notarized by a Notary Public. If there is a notary on campus, that is the best person to notarize your transcript. If there is no notary on campus, the registrar may be able to tell you who can notarize your official transcript.
3. After your transcript has been notarized, send it to the nearest “Authentication Authority” on the link (http://www.shirleylaw.com/en/resources/apostille_usa.htm)
4. Confirm notarization fee, and get a postal money order or check for that amount. Make sure you have included a self-addressed, stamped envelope for the Authentication Authority if required.
5. If the Authentication Authority does not send the apostilled transcript overseas, provide your host family and/or school official with your correct home address and phone number in English. School and government officials in the U.S. may need to know that you might not be returning to the same secondary school when you return to your home country. Some Sec. of State offices may need a cover letter stating your name and country of origin, and the type of document for which they need the apostille.
6. In case these apostilled documents are sent by the local Secretary of State to the receiving organization (ETC), the transcript will be sent to the sending organization (the organization in your home country).

NOTE: First ask if your host family/counselor/LC is able to help, then leave the proper funds, money orders, and stamped envelopes with each person to make sure the process is completed! If your family or school rep does not have time or will not be around, please call the ETC head office at 503-222-9803.

Arizona

Office of the Secretary of State

Business Services Division, Notary Section

1700 W. Washington, 7th Floor

Phoenix, AZ 85007-2888

602 542-4086/ 602 542-4758

<http://www.sosaz.com/notary>

Fee: \$3.00

Designated Authority: Secretary of State; Assistant Secretary of State.

California

Office of the Secretary of State

Business Programs Division

Notary Public Section

P.O. Box 942877

Sacramento, CA 94277-0001

916-653-3595

<http://www.ss.ca.gov/business/notary/notary.htm>

Fee: \$20.00

Designated Authority: Secretary of State; any Assistant Secretary of State; any Deputy Secretary of State.

Colorado

Office of Secretary of State

1560 Broadway, Suite 200

Denver, CO 80202

303-894-2680

http://www.sos.state.co.us/pubs/info_center/2001fees.htm

Fee: By Mail: \$2.00 While You Wait: \$17.00

Designated Authority: Secretary of State; Deputy Secretary of State.

Florida

Department of State

Office of International Affairs

Notary Certification/Apostille Section

The Capitol Building

Suite 1902

Tallahassee, FL 32399-0250

804-488-7521

<http://notaries.dos.state.fl.us/notproc7.htm>

Fee: \$10.00

Designated Authority: Secretary of State

Idaho

Office of Secretary of State

Notary Department

Box 83720

Boise, ID 83720

208- 332-2810

<http://www.idsos.state.id.us/notary/apostill.htm>

Fee: \$10.00

Designated Authority: Secretary of State; Chief Deputy Secretary of State; Deputy Secretary of State; Notary Public Clerk.

North Carolina

Office of Secretary of State

Authentication Division

PO Box 29622

Raleigh, NC 27626-0622

919-807-2140

<http://www.secretary.state.nc.us/authen>

Fee: \$10.00

Designated Authority: Secretary of State; Deputy Secretary of State

Oregon

Office of Secretary of State

255 Capitol St.

Suite 151

Salem OR 97310

503-986-2200.

<http://www.filinginoregon.com/notary/index.htm>

Fee: \$10.00

Designated Authority: Secretary of State; Deputy Secretary of State; Acting Secretary of State; Assistant to the Secretary of State.

Utah

Office of the Lieutenant Governor

210 State Capitol

Salt Lake City, UT 84145-8414

801-538-1040

http://governor.state.ut.us/lt_gover/internationaltemplate.html

Fee: Certifying Notary's Seal: \$10.00 Apostille: \$5.00

Designated Authority: Lieutenant Governor; Deputy Lieutenant Governor; Administrative Assistant.

Washington

Office of the Secretary of State

Corporations Division

Apostille and Certificate Program

PO Box 40228

Olympia, WA 98504-0228

360-586-2268

<http://www.secstate.wa.gov/apostilles>

Fee: \$15.00

Designated Authority: Secretary of State; Assistant Secretary of State; Director, Department of Licensing.