

APOSTILLE/CERTIFICATION OF DOCUMENTS

What is an Apostille? An "apostille" is a form of authentication issued for documents that will be used in countries that participate in the Hague Convention of 1961. A list of countries that accept apostilles is provided by the U.S. State Department. If the country where the documents will be used does not participate in the Hague Convention, those documents can be "authenticated" or "certified."

Louisiana State University of Alexandria will assist in the process for apostille or certification for diplomas and transcripts per the rules of the Hague Convention Number 12 and in coordination with the [Secretary of State](#) (SOS) based upon written request of the student.

The Office of the Registrar must receive the items outlined below in order to complete a document authentication/certification request. All items should be mailed to The Office of the Registrar, 8100 Hwy 71 South, Alexandria, LA 71302.

A written and signed request for document authentication/certification from the student which includes the following information:

- Student's full name at the time of graduation
- Degree earned
- Term and year of graduation, if appropriate
- Current contact information
- Whether a duplicate hard copy diploma is being requested
- Whether a transcript is being requested
- Country to which the documents will be sent
- Whether or not the receiving country is a member of the Hague Conference,

If not supplying the diploma, please be sure to include a fee of \$25.00 for the printing of a duplicate diploma. Please only send check or money order only in U.S. Funds made out to LSUA.

If you require a transcript for the authentication or certification, please include a fee of \$7.00. Please only send check or money order only in U.S. Funds made out to LSUA.

If both are needed please be sure to send the appropriate amount of \$32.00 in check or money order only in U.S. Funds made out to LSUA.

Please refer to the [Secretary of State](#) website for a complete list of their steps and requirements.

Processing time for Apostille/Certification may take 2-3 weeks.