FREE CHECKLIST FOR STUDENTS & ALUMNI

Getting Your Massachusetts Diploma or Transcript Apostilled

An apostille lets a foreign university, employer or government accept your U.S. academic record. In Massachusetts it is issued only by the Secretary of the Commonwealth ($6 per document). Use this checklist to avoid the most common delays.

1 Confirm what your recipient needs (get it in writing)

- ☐ Which records: diploma, transcript, degree letter
- ☐ Apostille, or authentication and legalization
- ☐ School-certified record, or a notarized copy
- ☐ Whether records must be recently issued
- ☐ Certified or sworn translation needed
- ☐ Where the documents should be sent

2 Order the right record from your school

- ☐ Paper official transcript (a PDF or e-transcript cannot be apostilled on its own)
- ☐ Replacement diploma or school-certified copy, so your original stays safe
- ☐ Degree or enrollment verification letter, if your recipient accepts one
- ☐ Proof of any name change since graduation, if required

3 Have the school certify the record before a notary

- ☐ Ask whether your registrar notarizes records and forwards them to the state
- ☐ Ask how long the school's part takes
- ☐ Provide a letter of authorization if someone else will collect your records
- ☐ Use a certified copy only if your recipient confirms in writing that it is accepted

4 Submit to the Secretary of the Commonwealth

- ☐ Notarized record
- ☐ Apostille/Certification Request Form
- ☐ Destination country named on the form
- ☐ Check for $6 per document, payable to the Commonwealth of Massachusetts
- ☐ Prepaid, trackable return envelope

5 Finish and send

- ☐ Translate after the apostille if the apostille must be translated too
- ☐ Make copies or scans of everything before it leaves your hands
- ☐ Ship originals abroad with a tracked service

> **Avoid the wrong-state mistake:** the apostille must come from the state where the record was notarized. A record from a school in another state goes to that state's apostille office. **Plan ahead:** allow several weeks for the school, the state and shipping, and longer for countries that require legalization.