

APOSTILLE INTERNATIONAL AUTHENTICATION REQUEST

The College Record's Office prepares a notarized affidavit to attest to the validity of an academic document, which may be a diploma (*copy of an original awarded to the student*), an official transcript (*generated in the College Records Office*), or an official verification of course work. The attached notarized affidavit with the academic documents is then returned to the student to obtain the required authentication from the Virginia Secretary of the Commonwealth. Authentication of Documents may require up to five business days to process by the College Records Office. Forms may be dropped off and picked up at the Office of International Student Services.

Please note that this form will not be processed if there are any financial holds on your record.

(Please print the following information)

Student name: _____

Last name

First name

Middle initial

Address: _____

City: _____ State: _____ Zip Code: _____

Student ID#: _____ Date of Birth: _____

E-mail address: _____

Telephone number: _____

Circle Authentications Requested:

Courses Description*

Transcript

Diploma

Student's signature: _____ Date: _____

Hold for pick up

Mail to the address listed above

Mail to the address listed below

Name: _____

Address: _____

****The student is responsible for providing descriptions for all coursework completed at Northern Virginia Community College. This information may be obtained via the College Catalogs available on the NOVA website. The course description must be from the Catalog of the year the course was taken. Please attach course descriptions to page 5.***

Students must include a legible copy of their current photo ID for mailed requests.

Fraudulent use of an academic record is a violation of Commonwealth and Federal Statutes 20220929

Date (Fecha): _____

Name (Nombre): _____

Address (Dirección): _____

City/State/Zip (Ciudad/Estado/Código Postal): _____

Phone (N° de Teléfono): _____

Destination Country or Embassy: _____

(País o Embajada done se van a presentar el documento)

Number of Documents (Número de documentos): _____

The fee for authenticating documents is \$10.00 per document, if the testament bears the same name and on the same date the charge will be \$5.00 for each proceeding document. We accept payment in the form of cash, check or money order.

REMINDER: When mailing a request, please include a self-addressed prepaid envelope. Please make sure that all marriage, birth, death, divorce certificates and single status statements have been issued from the Department of Vital Records in the **past 12 months**. They may be reached at 804-622-6200. Marriage Certificates may be also be issued by the corresponding Circuit Court as exemplified copies or certified with triple seals. All other documents must be **properly** notarized by a Virginia notary and be **less than one year old**.

El costo para autenticar cada documento es **\$10.00 por documento, si el juramento lleva la firma del mismo funcionario y la misma fecha, el costo es \$5.00 por cada documento consecutivo**. Como forma de pago aceptamos efectivo, cheque, money order.

ATENCIÓN: Cuando envíe documentos por correo por favor asegúrese de que incluya un sobre con su dirección y con estampilla. Si su documento es un certificado de nacimiento, matrimonio, divorcio, difunción o solo un informe de estado civil tiene haber sido expedido en los **últimos doce meses** por la oficina de Registros Vitales. Usted se puede comunicar con ellos al (804) 662-6200. Cualquier otro documento tiene que estar notariado **correctamente** y haber sido expedido en **los últimos doce meses**.

Secretary of the Commonwealth

socmail@governor.virginia.gov

Attn: Authentication Request

Phone: 804-692-0114

1111 East Broad Street – 4th Floor

Phone: 804-692-0115

Richmond, VA 23219

Fax: 804-371-0017

www.commonwealth.virginia.gov

THIS IS TO CERTIFY THAT:

The attached document is an official Northern Virginia Community College **transcript** containing the student record of:

Name:

Program of Study:

Degree Awarded: Degree

Date:

A. Barrens Hamilton – College Registrar **or** Zina G. Jemison – Associate College Registrar **or** Jimmy T. Reed – Assistant Registrar

City/County of Fairfax

Commonwealth of Virginia

The foregoing instrument was acknowledged before the this _____ day of _____, 20 ____ by

Name of Notary

Notary Public

******Security Features******

The raised seal of the College is affixed over the signature of the signing official to emboss this page and the attached documents.

THIS IS TO CERTIFY THAT:

The attached document is an official Northern Virginia Community College **diploma or certificate** containing the student record of:

Name:

Program of Study:

Degree Awarded: Degree

Date:

A. Barrens Hamilton – College Registrar **or** Zina G. Jemison – Associate College Registrar **or** Jimmy T. Reed – Assistant Registrar

City/County of Fairfax

Commonwealth of Virginia

The foregoing instrument was acknowledged before the this _____ day of _____, 20____ by

Name of Notary

Notary Public

******Security Features******

The raised seal of the College is affixed over the signature of the signing official to emboss this page and the attached documents.

THIS IS TO CERTIFY THAT:

The attached are **verified descriptions*** of the **courses** listed on _____'s (student name) official Northern Virginia Community College transcript. The course descriptions have been extracted from the official Northern Virginia Community College _____ (year) catalog.

Name:

Program of Study:

Degree Awarded: Degree

Date:

A. Barrens Hamilton – College Registrar **or** Zina G. Jemison – Associate College Registrar **or** Jimmy T. Reed – Assistant Registrar

City/County of Fairfax

Commonwealth of Virginia

The foregoing instrument was acknowledged before the this _____ day of _____, 20_____ by

Name of Notary

Notary Public

******Security Features******

The raised seal of the College is affixed over the signature of the signing official to emboss this page and the attached documents.