

How to Obtain a Certification or Apostille on a Diploma or Official Transcript from BSU Instructions for Students

(NOTE: Once you submit your request, this may take up to 3 weeks for processing)

When students need to use their diploma or transcripts in another country, these documents often require certification by a designated US federal agency before they will be honored as authentic. Depending on the country, this certification may be in the form of an “apostille” as approved by the Hague Convention.

To obtain the appropriate Certification or Apostille for an educational document from BSU, the student must do the following:

1. Submit to the Registrar’s Office a written request for a Hague Apostille or Certification, **identifying which country will receive the records** (different countries require different types of certification). Indicate if you will be going to the Office of the Secretary of the Commonwealth yourself, or if you would like this processed for you.
2.
 - a) **For the diploma, the student must include his/her original diploma with the written Apostille request. Or, for recent graduates, this can be done prior to issuance of the diploma to the student, if the Registrar’s Office is so notified.**
 - b) For the official transcript, the student must include a transcript request with the written Apostille request as outlined at www.bridgew.edu, click on Alumni, and click on Transcript Requests. The student’s signature and transcript processing fee made payable to Bridgewater State University must be included.
3. Unless you will be going to the Office of the Secretary of the Commonwealth yourself include, with the written Apostille request, a check or money order made payable to the Commonwealth of Massachusetts in the amount of \$6.00 per document to be authenticated.
4. Unless you will be going to the Office of the Secretary of the Commonwealth yourself include, with the Apostille request, a prepaid self-addressed return envelope so these documents can be returned to you from the Office of the Secretary of the Commonwealth. If you wish to have these documents returned via Federal Express, DHL, or any other express mail service, please enclose an appropriate prepaid return envelope with a billing account number. (A credit card may not be used for this purpose.)

Once all of the above is received by the Registrar’s Office, the following will take place:

1.
 - a) **For the diploma**, it will be copied by the Notary Public and authenticated by the Notary Public and Registrar via an appropriate Affidavit.
 - b) **For the official transcript**, it will be produced by the Registrar’s Office and authenticated by the Notary Public and Registrar via an appropriate Affidavit.
2. A cover letter will be written by the Registrar’s Office which certifies the country in which the document will be used. If the student will not be going in person to the Office of the Secretary of the Commonwealth, all documents, affidavits, the processing fee, and the student’s self-

addressed pre-paid envelope will be sent to the Office of the Secretary of the Commonwealth, Commissions Section, Room 1719, One Ashburton Place, Boston, MA 02108; or one of the other offices if so requested by the student.

3. If applicable, the original diploma will be mailed in a diploma envelope from BSU to the student.

For additional information, please go to www.sec.state.ma.us/pre/precom/comidx.htm.