

AUTHENTICATION OF ACADEMIC CREDENTIALS FOR STUDENTS DEPARTING THE UNITED STATES (CERTIFIED COPIES)

When certain public documents are to be used in a foreign country, they must be certified. This certification, also called an authentication or apostille, validates official signatures. An apostille is a certificate for all documents going to countries that are members of the 1961 Hague Convention. If the country is not a part of this convention, it receives a gold seal authentication.

After the Office of the Board of Trustees at The Ohio State University has certified a copy of your diploma, you may need to submit the copy to additional agencies for further authentication. Please visit or contact the following agencies as needed.

1. STATE OF OHIO – APOSTILLES & CERTIFICATIONS

**Ohio Secretary of State
Client Service Center
180 East Broad Street
Suite 103
Columbus, OH 43215**

**Phone: (614) 728-9200
Toll Free: (877) 767-6446**

Hours: 8:00 am – 5:00 pm (arrive by 4:30 pm)
Monday - Friday

The cost is \$5.00 per copy. You may submit your request in person or by mail. Cash is acceptable from walk-ins. Mailed documents are processed within two to three business days. In-person requests do not require an appointment and are authenticated while you wait.

When submitting by mail, include the required cover letter (link below), the name of the country where the document will be used, a prepaid overnight delivery label and/or a self-addressed stamped envelope for the return of your documents, the document you need authenticated and a check or money order made payable to “Ohio Secretary of State” or the completed Credit Card Authorization Form that appears at the end of the cover letter (link below).

Click here for the required Cover Letter and Credit Card Authorization Form:

<https://www.sos.state.oh.us/globalassets/records/forms/8003.pdf>

More details: <https://www.sos.state.oh.us/records/apostilles-certifications/>

2. U.S. DEPARTMENT OF STATE – OFFICE OF AUTHENTICATIONS

(Mailing Address)

**Office of Authentications
U.S. Department of State
CA/PPT/S/TO/AUT
44132 Mercure Cir, P.O. Box 1206
Sterling, VA 20166-1206**

Phone: (202) 485-8000

Hours: 9:00 am – 3:00 pm (closed 12 – 1 pm)
Monday - Friday

The cost is \$8.00 per copy. When submitting by mail, include the required Request for Authentication Services document (link below), a self-addressed prepaid envelope (FedEx not accepted) and a check or money order made payable to “U.S. Department of State.”

Click here for the required Request for Authentications Service document:

<https://eforms.state.gov/Forms/ds4194.PDF>

More details: <https://travel.state.gov/content/travel/en/legal/travel-legal-considerations/internal-judicial-asst/authentications-and-apostilles/office-of-authentications.html>