Apostille (Students)***

Overview

When transferring credentials between countries, documents may require authentication or an Apostille. An Apostille is an additional form of authentication given to a notarized document to certify that the document is a true, i.e., exact, copy of the original.

The University of West Florida Office of the Registrar provides notarization of transcripts, diplomas and syllabi needed by students for this process. These are considered Specialty Services. Please follow the link provided and read all information thoroughly.

Please Note: Before requesting notarization, please check with the agency requesting your documents to determine what level of verification is required.

Instructions

Please follow the steps below for the Apostille process:

Step 1:

Send a written letter to the Office of the Registrar, 11000 University Parkway, Pensacola, FL 32514 or via email through your student email account to registrar@uwf.edu requesting the notarization of academic student documents to be used for the an Apostille as listed below:

--Official Student Transcript
--Diploma/Degree
--Course Descriptions and or Syllabi

The letter must include the your full name at the time of graduation, term of graduation, current contact information and where the items will need to be mailed to upon completion. You may also choose to pick-up your documents or authorize someone to pick the document up for you; photo id is required for pick-up. You may also choose to have your documents mailed to the address you indicate by providing a mailing label. All such information should be included in your signed, written request.

Step 2:

Submit a transcript request through the Parchment.com online site. There will be a $10.00 transcript fee charged. When ordering your transcript via Parchment, be sure to select the pick-up option during the online ordering process and choose "Yes" in the drop-down choice menu in answer to the "Notarized Copy?" option. Please note there is a $1.00 charge for each notarization. Once you have completed your transcript order, please notify our office via email at registrar@uwf.edu.

You may choose to pick-up your documents or designate someone other than yourself to pick them up if you would prefer. The person picking up will need to present a photo ID. When your documents are completed, we will notify you that they are available for pick-up in Argo Central, Building 18.

You also have the option to choose to have your documents mailed to the address you indicate in your letter. Please follow the links provided for the different delivery methods we have available on campus: UPS, Fed Ex and USPS. You may email us the shipping label which would allow us to send your documentation to the address you indicate immediately upon completion of your documentation requests.

Step 3:

If a diploma is needed, you will need to complete a Request for Replacement Diploma Form and mail it the Office of the Registrar with the $10.00 fee for the Replacement Diploma and $1.00 for the notarization included. The graduation coordinator will then process the request and submit the document for notarization.

Step 4:

--Course descriptions can be found in the catalog through the current and previous editions link.
--Syllabi for courses completed during the Fall 2014 term to present may be found through your MyUWF student app "My Classes" by clicking on the "Detail" button.

--Syllabi for courses taken prior to the Fall 2014 term may be requested from the Office of the Registrar. Charges will vary depending on the number of pages printed and retrieval time. The Office of the Registrar will provide an invoice for your review, approval and payment before services are rendered. Payment may be made through your CashNet student account.

(Please note: If notarization of these documents are required, they must be generated from our office. Charges will vary depending on the number of pages printed and retrieval time.)

**Step 5:**

Once all documents have been obtained, the Registrar's Office will complete the services and notarization of all documentation requested. Please notify us if a letter is needed by the country of origin outlining all documents enclosed in your completed packet. You will then be notified when the process has been completed and your documents are ready for pick-up or mail delivery as specified by you in your original written request.

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