

HOW TO GET AN APOSTILLE

What is an Apostille?

An apostille refers to the legalization of a document for international use. The apostille certifies the signature and the position of the official who has issued or certified a copy of a document. Students commonly need an apostille to authenticate their academic transcripts or diploma for use in a foreign country.

Apostilles are only valid in countries that joined the [1961 Hague Convention](#).

How do I request an Apostille?

1. Prepare document(s) that need an Apostille:
 - **Diplomas:** Photocopies of diplomas are preferred so that the original diploma does not get lost or damaged. If you are not in possession of or have a copy of your original diploma, you may [purchase a replacement diploma](#). Please note there is an additional fee for each replacement diploma, and orders will take an additional week to arrive in our office.
 - **Transcripts:** Complete a [Transcript Request Form](#) with a handwritten signature.
2. Prepare a written request for an apostille, and include the following: Name, DOB, phone number, email, country where Apostille is to be used.
3. Include a money order or certified check made out to the "Erie County Clerk" in the amount of \$3.00 for processing. **Note:** The \$3.00 fee is per document. Only money orders or certified checks are acceptable. All fees must be paid in U.S. dollars.
4. Include a money order or certified check made out to the "N.Y.S. Department of State" in the amount of \$10.00 for processing. **Note:** The \$10.00 fee is per document. Only money orders or certified checks are acceptable. All fees must be paid in U.S. dollars.
5. Drop off documents and certified checks/money orders to 1Capen or mail to:

University at Buffalo
Office of the Registrar
Registrar at 1Capen
Attn: Apostille
Buffalo, NY 14260

How long does the process take?

Although processing times vary at different offices, it is estimated that this entire process will take four to five weeks to be completed. The apostille process is as follows:

1. UB notarizes document(s) and mails them to the Erie County Clerk's Office.*
2. Erie County Clerk's Office verifies the notary's signature and mails the verification back to UB.
3. UB mails document(s) to the New York Department of State for final authentication.
4. Once document(s) are returned from New York Department of State with the apostille, UB mails final documents back to student **

*Please note that UB facilitates the entire process above. A student may choose to have their document(s) notarized at UB and mail the respective documents and checks to the Erie County Clerk and NYS Department of State on their own. Mailing information for these offices is provided below.

It is strongly recommended that students provide the Office of the Registrar with a **pre-paid UPS label to mail completed Apostille documents back to the student, especially if the student needs the documents sent outside the U.S. The UPS label ensures delivery, and allows the documents to be tracked. If interested, you must list University at Buffalo, 1Capen Hall, Buffalo, New York 14260 as the **Ship From** address. The **Return Address** must indicate your personal address. If you accidentally list UB as the return address, your request may not be processed. If a prepaid label is not provided, documents will be mailed free of charge by regular USPS first class mail. Please note that tracking information is not provided for this service, nor is our office able to provide estimated delivery dates.

Contact Information

1. SUNY University at Buffalo
Office of the Registrar
Registrar at 1Capen
Attn: Apostille
Buffalo, NY 14260
Phone: 716-645-5698
2. Erie County Clerk's Office
92 Franklin St.
Buffalo, NY 14202
Phone: 716-858-8785
3. New York State Department of State
Division of Licensing Services
Apostille and Authentication Unit
99 Washington Ave, 6th Fl
PO Box 22001
Albany, NY 12201
Phone: 518-474-4429

Office of the Registrar

Registrar at 1Capen
Capen Hall, Buffalo, NY 14260-0001
716.645.5698 (F) 716.645.7762
UBRegistrar@buffalo.edu