

How to Obtain an Apostille

Some countries require that official transcripts, diplomas, and other information from the University be “apostilled” to assess authenticity.

Steps to follow:

1. Research the needs of the country requesting the apostille

Some useful websites include:

<https://www.hcch.net/en/instruments/conventions/specialised-sections/apostille>

<https://travel.state.gov/content/travel/en/legal-considerations/judicial/authentication-of-documents/notarial-and-authentication-apostille.html>

<https://travel.state.gov/content/travel/en/legal-considerations/judicial/authentication-of-documents/apostille-requirements.html>

2. You are responsible for providing, to the LHU Registrar’s Office, all documents, payments, addresses, and other relevant information to properly process the request.
 - a. A written request to the Registrar’s Office clearly indicating on the request that it is for an apostille and any other special instructions.

Information to be included on the request:

 - ✓ Current name, address, email address, and phone number
 - ✓ The completed [Request for Legalization of Documents](#) form from the Pennsylvania Department of State website
 - ✓ Payment to the Commonwealth of Pennsylvania as required on the form
 - ✓ A self-addressed, stamped envelope for return of documents to you by the Pennsylvania Department of State.
 - b. Your *original* diploma to affix the notary signature and seal and to be sent to the Pennsylvania Department of State
 - c. A [request for an official transcript](#) (indicate on the form that the official transcript be given to the Registrar as part of a request for an apostille)
 - d. Other documents, such as course information, program of study information, etc, that require notarization and the apostille.
 - e. To have documents sent to the Pennsylvania Department of State by any method other than standard US postal service, make arrangements with the carrier or courier service and provide that information.

Steps Lock Haven University will take upon receipt of request for apostille:

1. Process transcript requested by the student
2. Obtain Pennsylvania Notary signature and seal certifying Registrar’s signature on documents
3. Send the notarized document(s), the Request for Legalization of Documents form, payment to Commonwealth of Pennsylvania, and self-addressed stamped envelope to the Pennsylvania Department of State via standard US postal service, unless other arrangements have been made by the student

Please Note: Lock Haven University notaries or staff do not interpret foreign law, nor can the University or notaries translate documents. Lock Haven University is not responsible for returned or denied notarized documents.

Registrar’s Office

Ulmer Hall 226

Lock Haven University

401 North Fairview Street

Lock Haven PA 17754 USA