

How to Obtain an Apostille

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

Students must follow these steps to obtain an Apostille:

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. Provide all documents, addresses, and other relevant information to the LHU Registrar’s Office to properly process the request. The following items are needed:
 - a. A written request to the Registrar’s Office clearly indicating that an **Apostille** is needed and any other special instructions.

Information to be included on the request:

 - ✓ Current name, address, email address, and phone number
 - ✓ Request to have an Official Transcript Order Form emailed to you (when you receive the email of the transcript order form, indicate on the form that this transcript order is part of an Apostille)
 - b. The completed [Request for Legalization of Documents](#) form from the Pennsylvania Department of State website.
 - c. Your **original** diploma to affix the notary signature and seal which you will then send to the Pennsylvania Department of State.
 - d. Other documents, such as course information, program of study information, etc., that require notarization and the apostille.

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

1. Process the official transcript order once student has submitted the Official Transcript Order Form that indicated this was for an Apostille.
2. Obtain Pennsylvania Notary signature and seal certifying Registrar’s signature on documents
3. We will contact you when the documents are ready for pick up in our office. If you would like the documents mailed to you, please provide a self-addressed, pre-paid envelope along with your documents you send to us (listed in #2 above).

Students will be responsible for sending all documents onto the State.

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

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Lock Haven University

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