

Apostille - Document Certification Request

Overview

Some international agencies, employers, and government offices require U.S. academic documents to be authenticated with an **Apostille**. An Apostille verifies the legitimacy of a document for use in countries that are part of the Hague Convention.

Marist University assists with the **first step** of this process: **certifying and notarizing official Marist academic documents**. Students and alumni are responsible for completing the county and state authentication steps.

Documents Eligible for Apostille Preparation

- **Official Transcripts**
- **Diplomas or Diploma Reprints**

Note: Only **original, official** Marist documents can be certified. Photocopies or altered documents cannot be notarized.

How the Apostille Process Works

Below is the standard three-stage process followed in New York State. Marist University completes Step 1.

01 Registrar Certification & Notarization

The Marist Registrar verifies the authenticity of the document, and a campus notary notarizes the Registrar's signature.

02 County Clerk Authentication

The student or alumnus submits the notarized document to the Dutchess County Clerk, who certifies the notary's commission.

03 New York State Apostille

The student or alumnus sends the county-certified document to the NYS Department of State for the final Apostille authentication.

How to Request Apostille-Ready Documents from Marist

1. Submit the Request

Send the following to the Registrar's Office along with the original documents (see #2 below):

- Full name (as it appears on the Marist record)
- CWID (if known)
- Date of birth
- Type of document(s) needed
- Purpose of the Apostille
- Mailing address for return delivery
- Phone number and email address

2. Provide the Original Document(s)

Diplomas: Mail the original diploma to the Registrar's Office for certification. It is recommended that an expedited mail service with tracking is used.

If a new official diploma is needed, the Registrar will order a new diploma.

- a Diploma Reorder Request form must be provided. There is a fee noted on the request form. <https://www.marist.edu/documents/d/guest/diplomareorderform>
- The reorder will take 4 -6 weeks.

Transcripts: Official transcripts will need to be requested via the Transcript Request Form: https://www.marist.edu/documents/d/guest/transcript-request-form_2025. Please note on the Transcript Request Form that the transcripts are for an Apostille and need to be certified and notarized.

3. Processing Time

Standard processing after receipt of the documents is **5–7 business days**. Rush service may not be available during peak periods (registration, graduation, etc.). This is assuming that the diplomas do not have to be reordered. Marist will return the certified and notarized documents to the student or alumnus via expedited mail.

After Marist Certifies the Documents

The student or alumnus must complete the remaining steps:

Dutchess County Clerk Authentication

22 Market Street Poughkeepsie, NY 12601 Phone: 845-486-2120

New York State Department of State — Apostille Division

One Commerce Plaza 99 Washington Avenue Albany, NY 12231

Instructions: **NYS Apostille Information** <https://dos.ny.gov/apostille-certificate-authentication>

Important Notes

- Marist University **cannot** obtain the Apostille on the student's or alumnus' behalf.
- Marist University does not transport the documents to the County Clerk or to the NYS Department of State.
- Only the **Registrar's Office** may sign documents for Apostille preparation.
- Notarization is performed **on campus**; outside notarization is not available for Marist documents.
- Allow extra time if the student or alumnus is outside the U.S. or using international mail.