



# Secretary of State

*Tim Wymor*

Corporations and Charities Division  
PO Box 40234  
Olympia, WA 98504  
Tel 360.725.0377

Monday, June 14, 2021

AFS-USA, INC.  
KERI DOOLEY  
120 WALL ST, 4TH FL  
NEW YORK NY 10005

RE: Registration/Re-Registration of International Student Exchange Agency

Greetings,

We are pleased to inform you that your organization's registration/re-registration with the Secretary of State's International Student Exchange Division has been accepted. This registration/re-registration remains in effect for a period of one year and will expire on June 15, 2022.

Notification of any changes to the organization's registration/re-registration documents must be submitted to this office within thirty (30) days. All official inquiries, communications and re-registration forms will be mailed to the responsible office at the above address. Your re-registration forms will be mailed approximately forty-five (45) days prior to the expiration date.

Please note that the International Student Exchange Act, RCW 19.166.030(4), states: "Registration shall not be considered or be represented as an endorsement of the organization by the Secretary of State or the State of Washington".

Thank you and have a wonderful day!

Sincerely,

Paula Castaneto  
Special Programs

enc

UNITED STATES OF AMERICA

The State of



Washington

Secretary of State

I, KIM WYMAN, Secretary of State of the State of Washington and custodian of its seal,  
hereby issue this certificate that according to records on file in this office,

AFS-USA, INC.

is registered as an International Student Exchange Agency  
as filed in this office on June 14, 2021.

This registration is current through June 15, 2022.

Date: June 14, 2021



Given under my hand and the Seal of the State  
of Washington at Olympia, the State Capital

Handwritten signature of Kim Wyman in cursive script.

Kim Wyman, Secretary of State



James M. Dolliver Building  
801 Capitol Way South PO Box 40234  
Olympia, WA 98504-0234  
360/725-0377  
[www.sos.wa.gov/corps](http://www.sos.wa.gov/corps)

## Apostille and Certificate Program

To whom it may concern,

The following information relates to the requirements for the foreign exchange students going home and others going to school in foreign countries.

All transcripts, attendance letters, and school diplomas submitted to the Office of Secretary of State for foreign use must follow the guidelines indicated below in order to be processed by our offices. This office can only process **official** transcripts from Washington State schools. Official transcripts must be signed by the principal or vice principal (superintendent or assistant superintendent of the school district is also acceptable).

Notarized copies of diplomas, original diplomas, or diplomas signed by the principal, vice principal, or superintendent are acceptable. We do not recommend sending the original school diploma as typically schools will not recreate the diploma if needed. If the original diploma is necessary per country, we strongly suggest that documents are sent by a traceable mail source to and from our office (FedEx, UPS, etc.).

These documents need to be mailed or delivered in person to our office with \$15.00 for each document or for expedite service, add an additional \$50.00. The customer will also need to complete the attached request form to accompany the documents and payment. A customer may also include a return shipping label from our office to the designated destination.

Please inform your students of these policies to ensure their documents receive the certification required by the country of origination or visitation. If you have any questions or concerns, we strongly advise you reach out to our office at the number listed above or visit us at <http://www.sos.wa.gov/corps/apostilles>

Thank you for taking time to review our policies outlined in this letter and for helping inform your students who will be needing our services for the coming academic school year.

Corporations and Charities Division – Apostille Program  
Office of the Secretary of State  
(360) 725 0344 option 1  
[Apostilles@sos.wa.gov](mailto:Apostilles@sos.wa.gov)