



# Academic Apostille Instructions

## ***What is an Apostille?***

*An "apostille" is an authentication issued to documents for use in countries that participate in the Hague Convention of October 5, 1961.*

## ***Note that an Apostille is simply an internationally recognized certification***

These are the following steps AFS USA advises for participants to obtain the Apostille (Apostille De La Haye) certification for your school documents:

1. Check with your AFS home country and home school to determine what the exact requirements and documents are needed to successfully transfer academic credits from the US to your home school.
2. All Apostilles should be obtained **BEFORE** the participant leaves the US.
3. Work with your local school to obtain all necessary school documents required to transfer credits to your school in home country. Generally these documents would be any you receive from your school (diploma, transcript of grades, certificate of attendance etc.).  
*Note: AFS does not guarantee that your host school will be able to provide you with these documents.*
4. Once you have these documents you can research on what is required of you to obtain the Apostille Certification for the State where you are residing. This can easily be done by searching on google (or any search engine) "Apostille and the name of the State where you are residing in the US."
5. The Google search should yield results directing you to your US State's Secretary of State Website with relevant information on how to go about obtaining an Apostille and what is needed.
6. Make sure to follow all instructions provided by your particular State's Secretary of State on what is required in order to obtain the Apostille Certification.

## **Please make note of the following guidelines:**

- a. AFS USA is not responsible for obtaining the participant's Apostille.
- b. Most Secretary of State Offices are located in the capital city of the state in which you are residing in, so make sure to give yourself enough time (at least 2 weeks) to obtain the Apostille.
- c. Most Apostille Certifications require that your documents be notarized by a notary public prior to being sent to the Secretary of State Office.
- d. Generally you can either mail in your documents to your State's Secretary of State or take them in-person to receive the Apostille Certification. Depending on how large your state is and how far away your State's Secretary of State Office is, you are expected to work with your host family and local volunteer team to determine what is the most feasible option.
- e. Note that all fees associated with obtaining the Apostille Certification are expected to be the responsibility of the student and their natural family.