



APOSTILLE PROCESS STUDENT INFORMATION SHEET

An Apostille is issued by the New York State Department to certify the authenticity of educational documents (Official Transcripts and/or University issued Diplomas), being submitted to foreign countries.

Registrar’s Office Responsibilities:

- ✓ Provide Original Signature of Diane Bello, Interim University Registrar on Documents
- ✓ Notary must attest to the authenticity of the Original Signature appearing on the transcript(s) and/or original or duplicate diploma(s)
- ✓ Transcript and/or Diploma be embossed with the Universities raised seal
- ✓ Documents can only be mailed to student at the address on record with the University
- ✓ Student can also be Contacted to Pick Up Documents

*NOTE: The Registrar’s Office does **NOT** issue the Apostille*

Student Responsibilities After Documents have been received by student

- ✓ Contact Suffolk County Clerk’s Office Notary Department (631) 852-2000 Extension 751 for next step in obtaining the Apostille for your educational documents

DISCLAIMER

Students themselves are responsible for reviewing, understanding, and abiding by the University’s regulations, procedures, & requirements for an Apostille request. Under no circumstances, will the Registrar’s Office be liable for non-delivery, special or consequential damages that result from delivery of your documents. In no event shall the Registrar’s Office be liable to the student for any loss of neither document(s) nor document(s) duplication at our cost.

I acknowledge that I have read and understand all instructions & information provided on the “Apostille Process Student Information Sheet “& the “Official Transcript and/or Diploma Apostille Special Service Form”.

Student's Signature: _____ Date: _____

SUNY@Stony Brook, Registrar’s Office, 276 Administration Bldg., Stony Brook, NY 11794-1101
(631) 632-6175, Select Option #1; FAX (631) 632-9491



**SPECIAL SERVICE – APOSTILLE PROCESS FOR
OFFICIAL TRANSCRIPT AND/OR DIPLOMA**

DIRECTIONS: Return the completed forms below with your check or money order payable to:
SUNY at Stony Brook IFR # 900545 or Credit Card Authorization Form (Pg. 3)

REQUEST BY MAIL:
Stony Brook University
Bursar's Office
P.O. Box 619
Stony Brook, NY 11790-0619

REQUEST BY FAX:
Bursar's Office
Fax (631) 632-9318

Student's Name: _____ ID: _____

Student's Signature: _____ Phone #: _____ Email: _____

Special Service – Apostille Process: \$25.00 Service Fee per document

OFFICIAL TRANSCRIPT – An Official Transcript Request Form must also be submitted with this form

- Please provide this special service for my Official Transcript (\$25.00 service fee per document)
- My Official Transcript Request Form is attached. (Additional fee applies)

Form is available at www.stonybrook.edu/registrar Select the Forms link

DIPLOMA

- Please provide this special service for my Diploma (\$25.00 service fee per document)
- My Original Diploma is enclosed
- A Copy of my Diploma is enclosed
- I need to order a Duplicate Diploma. My Duplicate Diploma Request Form is attached.

(Additional fee applies) Form is available at www.stonybrook.edu/registrar Select the Forms link

I will Pick Up my Documents – Photo ID Required

I authorize _____ to pick up my documents – Photo ID Required

Please Mail Documents – Documents will Only be mailed to the student on record

NOTE: DOCUMENTS ARE MAILED VIA USPS CERTIFIED MAIL

Name: _____

Address Line 1: _____

Address Line 2: _____

Address Line 3: _____

City: _____ State: _____ Country: _____ Postal: _____

CREDIT CARD INFORMATION

Mail or Bring with Apostille Request

Students who wish to provide credit card information when requesting Transcript(s)/Duplicate Diploma(s) should attach this Credit Card Authorization Form. Be sure to include your AMEX, VISA, MC or Discover card number, expiration date, type of card, and YOUR SIGNATURE as approval to charge your credit card. Fax requests are handled in the same manner as mailed requests. They are not given any priority when processing.

Student Name: _____

Card Holder Name (if different): _____

Stony Brook ID#: _____

Credit Card (check one) American Express Visa MasterCard Discover

Total # of documents receiving a special service: _____

Total Amount (\$25.00 service fee per document) \$_____

If you are ordering an Official Transcript or Duplicate Diploma, additional fees are outlined on the Official Transcript Request Form and/or Duplicate Diploma Request Form.

Card Number: _____

Exp. Date: _____

CVV2 code (last three digits on the back of credit card): _____

Card Holder Signature: _____