



APOSTILLE/AUTHENTICATION REQUEST

STUDENT ADMINISTRATIVE SERVICES
Box 5575
POTSDAM, NY 13699
P: 315-268-6451 F: 315-268-6452
SAS@CLARKSON.EDU

The Student Administrative Services office at Clarkson University will process requests for an apostille/authentication upon request. After completing this form and providing a signature where required, send this form along with all the checklist items, payments, and documents to be notarized to the address above. No apostille/authentication will be prepared for anyone whose financial obligations to the University have not been met.

Attach this form to your documents.

Student Number: _____ **OR** Social Security #: _____

Name (used while enrolled at Clarkson): _____

Current Address: _____

Daytime telephone number: _____ Email address: _____

Please submit the following:

- An original diploma(s) or photocopy of original for this office to notarize.
- Payment, in the form of a check, payable to St. Lawrence County Clerk (\$3.00 per document) for Authenticity Certification.

If you require State Apostille/Certification, please submit the following:

- Completed NYS Department of State Apostille/Certification of Authentication Request along with:
 - Form of payment as indicated on the request form (\$10.00 per document); and
 - A pre-addressed, postage-paid envelope required by the Secretary of State. The envelope includes the address which the State needs to mail these documents once they have attached the Apostille to the notarized documents.

Optional:

- I would like Clarkson to express mail the documents to the NYS Department of State. Enclosed is a check in the amount of \$10.00 made payable to Clarkson University for this service.

Student Signature

Date

Signature authorizes release of academic information.

We recommend that you do not send personal information such as a credit card or social security number via email.