

Authentication of Educational Documents to Obtain an Apostille

October 1, 2013

Our Notary Public in UT Arlington's Records and Registration Office has helped many students and Alumni by providing authenticated official UT Arlington transcripts and diplomas to different countries, embassies, universities and employers around the world. A document called an Apostille, a method for documents to be certified from country to country, is recognized by many (but not all) countries as an authenticated or legal document.

NOTE: If you have documents from other schools, which need to be notarized, then you will need to have them notarized at the school the documents originated from. UT Arlington cannot notarize transcripts or diplomas from other educational institutions.

What is an apostille?

An apostille is a form of certification "to abolish the requirement of diplomatic or consular legalization for foreign public documents." In Texas, the Texas Secretary of State is the authority which issues apostilles. The Texas Secretary of State is the office which gives the Notary Public its power to do notarial acts and notarize documents for apostilles. We strongly recommend you submit both your UT Arlington diploma(s) and your UT Arlington transcript for authentication at the same time. Most countries, universities, licensing boards and employers require both documents as proof of a degree. This will ensure you have provided both the official record of your courses and dates of study (transcript) as well as your diploma certificate.

UT Arlington Diplomas & Transcripts:

Transcripts:

Only official UT Arlington transcripts can be notarized. Transcripts can be ordered through your [MyMav](#) if you are a currently enrolled student. If you are not currently enrolled, then you will have to go through [TranscriptsPlus System](#).

Diplomas:

Only UT Arlington diplomas can be notarized. You may bring in a diploma you already have or you can order replacement copies for the notarization process. Diploma replacement orders can be done through:

http://wwwb.uta.edu/aao/recordsandregistration/content/student_services/diploma_replacement.aspx.

When placing the orders online for either a diploma or transcript, place a note on the order form which states, “**DELIVER TO NOTARY PUBLIC.**” This will ensure your documents will be sent directly to the Notary Public. You will also need to email the Notary Public so they can be expecting your documents, recordsandregistrationnotary@uta.edu.

Apostille Process:

Once a diploma or transcript is received to be notarized, we prepare a letter of authentication and have it signed by a UT Arlington official. The official’s signature authenticates the information from the diploma or transcript. A certified copy is also made of the diploma and placed on the back of the letter of authentication and letter confirming this copy was made by the Notary Public.

At this point, your documents are ready to be picked up or mailed. If you want your documents mailed, then you have a couple of different options.

- **U.S. Domestic Standard Mailing:** U.S. Postal Service regular mail - **\$8.00**
- **International, Expedited International or Expedited U.S. or International Shipping:**
 - [University Express Mail Services \(UEMS\)](#)
 - 3-5 Business days
 - Student pays and sets up shipping through website

Forms and Important Information:

[UT Arlington Education Document\(s\) Proxy Authorization](#): Needed for the Notary Public to receive your records from UT Arlington or a third party to have your documents notarized.

[Secretary of State Authentications Unit](#) – Instructions for requesting an apostille from the Texas Secretary of State.

UT Arlington Records & Registration
129 Davis Hall, 701 South Nedderman Drive, UTA Box 19088
Arlington, Texas 76019-0088
recordsandregistrationnotary@uta.edu

Texas Secretary of State:

- Main Website: <http://www.sos.state.tx.us/index.html>
- Authentication Website: <http://www.sos.state.tx.us/authinfo.shtml>

- Phone: (512) 463-5705