



Apostille or Authentication for Fashion Institute of Technology documents

Fill out the bottom of this form and include a check or money order for processing. It is \$25 per document. These are the items which you can apostille:

- A. Diploma- You must provide the original(s)
- B. Transcript –This must be ordered online by visiting www.fitnyc.edu/transcripts (There is a fee per transcript copy.)
- C. Verification letter

The Office of the Registrar will certify the document as an official record or true copy of the original before a notary public. The notarized document will be available for you to pick up within five business days or may be mailed by request.

- Present the notarized document to the County Clerk's Office. The County Clerk will certify the signature of the notary public. The County Clerk’s Office has a per document fee.
Please note that you must visit the appropriate County Clerk’s Office listed on the Notary Seal of the Apostille letter. Visit <http://www.county-clerk.net/county.asp?state=New%20York> to find out where the County Clerk’s Office is located.
- Present the document to the New York Department of State to affix the Apostille. The Department of State has a per document fee.

New York Secretary of State, Certification Unit
123 William Street, 19th Floor
New York, NY 10038

If the foreign country is a signatory to the Hague Convention or will accept the Apostille, the document is now certified.

If the foreign country requires the document to be authenticated beyond the Apostille, present the document to the United States Department of State, Authentications Office. The Authentications Office will issue a certificate under the Seal of the U.S. Department of State authenticating the document. The Department of State has a per document fee.

U.S. Department of State, Authentications Office
518 23rd Street NW., SA-1
Washington, DC 20520

Please print:

_____ <i>Name under which you attended (your maiden name, etc.)</i>	_____ <i>FIT ID#</i>
_____ <i>Date of Birth(MM/DD/YR)</i>	<i>I wish to apostille:</i> <i>Quantity x Price = Total Due</i>
Address: _____ _____ _____	<input type="checkbox"/> <i>Diploma(s)</i> _____ x \$25 = \$ _____ <input type="checkbox"/> <i>Transcript(s)</i> _____ x \$25 = \$ _____ <input type="checkbox"/> <i>Verification letter(s)</i> _____ x \$25 = \$ _____
Phone number: _____	Total amount due = \$ _____
Email Address: _____	