

Binghamton University Diploma/Transcript Apostille Checklist

This is a checklist of the materials we will need from you to complete the diploma and/or transcript apostille process. Providing all of the necessary shipping labels as described below will allow your request to move to each step of the process with minimal delay. It also provides you an opportunity to use tracking numbers to see the status of the requests. Binghamton University is not responsible for the apostille request after it is notarized by our campus and leaves our office. Please do not send us your original diploma or transcripts – these will not be authenticated or returned to you. **Please read this document fully before proceeding with the steps.**

What you need to send to Binghamton University Financial Aid and Student Records Office:

1. A diploma and/or transcript **request form**, depending on your request:
 - a. The diploma replacement form (with \$15 fee, in U.S. dollars):
https://www.binghamton.edu/registrar/pdf/replacement_diploma_request_form_202460.pdf
 - b. The transcript request form:
https://www.binghamton.edu/registrar/pdf/transcript_request_2021_fillable.docx.pdf
2. A **cover letter** containing your name, date of birth, address, telephone number, email and the name of the country where you will use this document. You must sign this letter.
3. A **check** made payable to “Broome County Clerk.” Fees are \$3 (U.S. Dollars) per document to be apostilled.
4. Once we receive your apostille documents, you will be contacted via email to provide a FedEx Express (no FedEx Ground) **pre-paid shipping label** addressed as follows:

From	To
Binghamton University Financial Aid and Student Records, AM 112 4400 Vestal Parkway East Binghamton, NY 13902	Attn: Authentications Broome County Clerk 60 Hawley Street, 3rd floor Binghamton, NY 13902-2062

5. A **request form** for the New York Department of State. Form can be found here: <https://dos.ny.gov/apostille-or-certificate-authentication>
6. **Payment** as indicated on the Apostille/Certificate of Authentication Request for the New York Department of State. Fees are \$10 (U.S. Dollars) per document to be apostilled. Checks/Money Orders must be payable to “N.Y.S. Department of State.”

7. Once we receive your apostille documents, you will be contacted via email to a FedEx Express (no FedEx Ground) **pre-paid shipping label** addressed as follows:

From	To
Binghamton University Financial Aid and Student Records, AM 112 4400 Vestal Parkway East Binghamton, NY 13902	Apostille and Authentication Unit One Commerce Plaza 99 Washington Avenue, 6 th Floor Albany, NY 12231

8. **If you do not need your diploma or transcript apostilled by the U.S. Department of State**, provide A FedEx Express (no FedEx Ground) **pre-paid shipping label** addressed to **your** delivery address. This will be used to return all completed documents to you. This is your last step in the apostille process.
9. **If you need your diploma or transcript apostilled by the U.S. Department of State proceed with steps 10-13.**
10. A **request form** for the U.S. Department of State. Form can be found here: <https://eforms.state.gov/Forms/ds4194.PDF>
11. **Payment** as indicated on the Request for Authentication Service for the U.S. Department of State. Fees are \$20 (U.S. Dollars) per document to be apostilled. Checks must be payable to “U.S. Department of State.”
12. Once we receive your apostille documents, you will be contacted via email to a FedEx Express (no FedEx Ground) **pre-paid shipping label** addressed as follows:

From	To
Apostille and Authentication Unit One Commerce Plaza 99 Washington Avenue, 6 th Floor Albany, NY 12231	Office of Authentications 600 19th St. NW Washington, DC 20006

13. Follow the return shipping details in section 2 of the U.S. Department of State apostille request form. This will be used to return all completed documents to you.

NOTES:

- **Do not send** FedEx Express labels in the initial packet of materials you send us. The labels typically expire before your document is ready to proceed to the next step. We will contact you via email for the shipping labels once our office receives your documents.
- The Broome County Clerk must return documents to our office before we can send them to New York State Division of Licensing.
- The mailing/shipping address for Binghamton University Financial Aid and Student Records Office is as follows:

For US Mail	For FedEx
Financial Aid and Student Records Admissions Center Room 112 PO Box 6000 Binghamton, NY 13902	Binghamton University Financial Aid and Student Records, AM 112 4400 Vestal Parkway East Binghamton, NY 13902

If you have any additional questions, please feel free to contact us at registrar@binghamton.edu.