



Apostille or Authentication for Fashion Institute of Technology documents

Complete the bottom of this form. If mailing, include a check or money order for processing.
If you plan to pay in person with a credit card, there will be a 2.85% credit card transaction fee added to your total amount.

There is \$25 fee 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. You will be called when the notarized document is available for you to pick up. This is usually completed within five business days. The document may also be mailed by request.

- You must visit the appropriate County Clerk’s Office listed on the Notary Seal of the Apostille letter. The county will also be listed on the document under the STATE OF NEW YORK section. Look online for the address of the County Clerk Office listed here. Visit and present the notarized document to that County Clerk. The County Clerk will then certify the signature of the notary public. The County Clerk’s Office has a per document fee.
- 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.

Office of Authentications 600 19th Street, NW,
Washington, DC 20006

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>										
Address: _____ _____ _____	<table style="width: 100%; border: none;"> <tr> <td style="width: 60%;"></td> <td style="text-align: right;">Quantity x Price = Total Due</td> </tr> <tr> <td><input type="checkbox"/> <i>Diploma(s)</i></td> <td style="text-align: right;">_____ x \$25 = \$ _____</td> </tr> <tr> <td><input type="checkbox"/> <i>Transcript(s)</i></td> <td style="text-align: right;">_____ x \$25 = \$ _____</td> </tr> <tr> <td><input type="checkbox"/> <i>Verification letter(s)</i></td> <td style="text-align: right;">_____ x \$25 = \$ _____</td> </tr> <tr> <td colspan="2" style="text-align: right;">Total amount due = \$ _____</td> </tr> </table>		Quantity x Price = Total Due	<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 = \$ _____	Total amount due = \$ _____	
	Quantity x Price = Total Due										
<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 = \$ _____										
Total amount due = \$ _____											
Phone number: _____	There will be a 2.85% credit card transaction fee added to your total amount if you are using a credit card.										
Email Address: _____											