

YOUR WORKING CHECKLIST

Academic record apostille requests and registrar preparation

When a recipient requests an apostilled diploma, what should I ask the registrar and authority?

Clarify which academic record and public signature the recipient wants authenticated. A diploma, transcript and notarized registrar statement may require different preparation; apostille does not evaluate the qualification or establish academic equivalence.

Check the boxes on screen or by hand. Use the notes area for records to find and questions to ask.

Your preparation checklist

- ☐ Identify diploma and transcript requirements
- ☐ Ask the registrar about authorized preparation
- ☐ Confirm the competent authority's rules
- ☐ Check translation and sealed-delivery scope

A little support for your next step.

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Notes and questions to follow up

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Source links and current instructions

Sources checked October 25, 2026. Follow current instructions at the linked institution.

HCCH: Apostille Section and competent authorities

<https://www.hcch.net/en/instruments/conventions/specialised-sections/apostille>

California Secretary of State: Apostille frequently asked questions

<https://www.sos.ca.gov/notary/apostille-faqs>

U.S. Department of Education: Recognition of foreign qualifications

<https://www.ed.gov/about/initiatives/international-affairs/recognition-of-foreign-qualifications>

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<https://immigrantinsider.com/documents/academic-record-apostille-requests/>

General information

This free organizer is not a government form and does not submit an application, establish eligibility, preserve a deadline or replace individual legal advice. Government filing fees and professional services are separate.