

## Apostille & Authentication Services

International countries require varying procedures to verify the authenticity of an academic document. Lee University assists with the initial phase of the Apostille/Authentication Process for Lee alums. The requester will contact the Consulate of the destination country for details concerning the specific process, whether an Apostille or Authentication is required. The requester should send document(s) along with a pre-paid, self-addressed envelope to the Lee University Records Office. ***The Records Office will verify authenticity of the transcript or diploma provided and will obtain notarization at Lee University. Lee will return the verified/notarized document(s) back to the requester in pre-paid return envelope. The requester will complete remaining steps to obtain notarization from (a) Bradley County Clerk and (b) Tennessee Secretary of State - per the requirements of the destination country.***

### Student Requester Information

_____		_____	
Student Name		Student Signature	
_____		_____	
Address	City	State	Zip
_____		_____	
Telephone Number		Lee Univ. Student ID Number	
_____		_____	
Email Address		Social Security Number	

### Please complete the following checklist:

1. \_\_\_\_\_ Clear all financial obligations @ Lee University. Contact Student Financial Services, 423.614.8100.
2. **Transcript:** \_\_\_\_\_ I need to order my official transcript(s) from Lee University to be notarized. Please order and pay electronically as follows: [www.leeuniversity.edu](http://www.leeuniversity.edu), scroll to bottom of page to Quick Links, Transcripts and Records (link: <http://www.leeuniversity.edu/records/transcripts-records.aspx>). The “recipient” of your transcript will be the Lee University Records Office (Records@leeuniversity.edu) so that Lee can notarize.
3. **Diploma** (Select a or b, depending on your situation):  
Initial: \_\_\_\_\_ ***I have enclosed a copy of a valid ID (i.e., driver’s license or passport) along with my signature and date on the copy. This is to ensure that the diploma is returned only to the owner of the diploma and no one else.***
  - a. \_\_\_\_\_ I have enclosed my original diploma(s) or copy of original (as required by destination country) for Lee University to notarize.
  - b. \_\_\_\_\_ I need to order a replacement diploma from Lee to be notarized. Contact Lee Univ. Records Office. [Records@Leeuniversity.edu](mailto:Records@Leeuniversity.edu) or 423.614.8200.
4. Lee University will verify the authenticity of the document requested above and will notarize it at Lee University.
5. **Mail the following to: Lee University Records Office, PO Box 3450, Cleveland TN 37320-3450.**
  - a. \_\_\_\_\_ Pre-paid, self-addressed envelope for return of the notarized document.
  - b. \_\_\_\_\_ Original diploma or copy of diploma, or request for replacement diploma
  - c. \_\_\_\_\_ Photocopy of valid ID (driver’s license or passport) along with your signature and date on the copy.
  - d. \_\_\_\_\_ If someone other than yourself is to receive the notarized document from Lee University, please complete, sign, and date the attached Consent to Release and enclose in your document package to Lee.
6. When all required documents are received at Lee, your request for an Apostille or Authentication will be processed.

**This process requires up to 4 weeks. Allow sufficient processing time in order to meet your deadline.**