Apostille/Authentication of Documents

What is an “Apostille” or “Authentication”?

- For a description, please visit: New York State – Division of Licensing Services

What documents are eligible for an Apostille or Authentication?

- Diploma (must present your original diploma for copies to be made)
- Official Transcript (must request a new copy at time of inquiry review Transcript Request Form)
- Certification of Enrollment Letter

How to obtain an Apostille or Authentication?

- Submit your document(s) to the Office of the Registrar
- The Registrar authenticates your document(s) with a statement that the documents are “true and correct”. Please make sure you have all original documentation in your possession at the time of your request.
- The documents are then notarized by a Notary Public
- You then take the original document(s) to the County Clerk’s Office (The County Clerk must reside in the same county of the Notary Public who witnessed your document(s))
- The document(s) will then be mailed to the New York State Department of State.
- For the County Clerk’s Office in your borough and for more information on this process, visit: New York State – Division of Licensing Services

Can I mail the documents or do I need to make an appointment?

- To accommodate your request in a timely manner, we ask that you either mail the documents or drop them off for processing. You may mail your document(s) to the address below or email Office of the Registrar to set up an appointment to drop off the documents.

Mail to:

CUNY School of Public Health
Office of the Registrar
55 W. 125th Street
New York, NY 10027

How long does he process take?

- Documents submitted in person can take up to 7 – 10 business days.
- Documents submitted by mail may take longer. To assist our office in processing your document(s) in a timely manner, you may wish to include a contact number or email address so that we may contact you should any questions arise.
- This process takes a considerable amount of time, especially if the Apostille is being mailed to a foreign country, sometimes as long as a month.

**Is there a fee to have my documents authenticated?**

- The college does not charge a fee. However, if an official transcript is one of the documents you wish to have authenticated, then you will be required to pay a transcript fee (review [Transcript Request Form](#)).
- For other processing fees that are not associated with the College, please visit [New York State – Division of Licensing Services](#).

**What if I am out of the county and cannot come in to have my documents authenticated?**

You may have someone act on your behalf in having the documents(s) authenticated. That person must bring in:

- A written and signed authorization letter from you as the requestor (include in the document your name, documents to be authenticated and contact information)
- A copy of your photo identification
- The person acting as your proxy must also present valid photo identification

**How can I check the status of my documents(s)?**

To check the status of your document(s), please email [Registrar@sph.cuny.edu](mailto:Registrar@sph.cuny.edu)