

# 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. 125<sup>th</sup> Street  
New York, NY 10027

## How long does the 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)