Apostille Instructions

If you are a student from Ecuador, Japan, South Korea, Spain, Serbia, Montenegro or Venezuela you require an apostille on your official school transcript in order to convalidate your US high school courses and make them valid for your home country.

These are the instructions that you need to follow in order to get your school transcript apostilled:

1. Obtain two copies of official HS transcript, with the following:
   - Raised seal
   - Official signature
   - School letterhead

   Your transcript must also be notarized and may need to be translated into your native language. It is your responsibility to find out if your transcript requires translation.

2. For the apostille, you will need to send your notarized transcript to your Secretary of State’s office. Each SOS has specific instructions for this process. Please refer to the document entitled “Secretary of State Links for Apostille” for your state. (For example: if you went to school in Texas, you will need to send your transcript to the Secretary of State’s office in Austin).

3. It is also your responsibility to find out about fees, payment and preferred mailing methods. You will need to provide a self-addressed stamped envelope with a valid US address.

   **IMPORTANT:** Processing time depends on the Secretary of State’s office. Some have a quick turnaround of 2-3 business days, while others have a minimum 14-business day turnaround. Plan accordingly. Find out with your Secretary of State’s office about its approximate turnaround time. As a reminder, you are responsible for all costs incurred in the convalidation process.

If you think that you will be back in your home country by the time your transcript is apostilled, please continue reading below.

Instructions for Completion of Convalidation After Return to Home Country

If you are unable to complete the process of convalidation while in the US, you will need to ask your school and host family/Local Coordinator to assist you and prepare them with the following:

1) Provide your high school with cover letter and an envelope addressed to the Secretary of State for your state.

2) Provide a stamped envelope addressed to the Local Coordinator/host parent who has agreed to help you, to be used by your Secretary of State. Your high school should include this in the envelope with your cover letter and official transcript while sending to the
Secretary of State.

3) Provide the Local Coordinator/Host parent with your address in your home country as well as money for postage to be used once your transcript has been apostilled.

If you have any questions or need assistance with this process, please call CIEE Support at 1-800-448-9944 or email us at support@ciee.org