

How to Obtain a Diploma with an Apostille once you have returned to your home country.

What is an Apostille? An apostille is a form of document authentication issued for use in countries that participate in the Hague Convention of 1961. Apostille is a French word meaning footnote, and it's an additional form of authentication given to a notarized document to certify that the document is a true copy of the original

If you are completing this process while still in Maine it is a bit easier. Be sure to check with Kimberly in the International Office for instructions if you are still residing in Maine.

STEP 1: OBTAIN A DUPLICATE DIPLOMA FROM USM

- Write a letter to the USM Registrar asking them to issue you a duplicate diploma.
- Include a bank check or money order in USD in the amount of \$15.00 made payable to USM for them to issue the duplicate diploma.
- Be sure to tell the Registrar that you need the duplicate diploma in order to obtain an apostille.
- Your letter to the USM Registrar should include the following details:
 - Your name and current address
 - The name under which you attended the University, i.e. a maiden name
 - Student identification number or Social Security number
 - Date of birth
 - Years in which you attended or the year you graduated
 - The country for which the apostille is intended
 - Telephone number and/or e-mail where you can be contacted during the business day if there is a question or problem regarding your request
 - Your current home mailing address
 - Your signature

Mail your letter requesting a duplicate diploma & your check or money order for \$15:

University of Southern Maine
Registrar
37 College Avenue
Gorham, ME 04038

Telephone Inquiries: +1 (207) 780-5230 Email Inquiries: usmregi@usm.maine.edu

Ask the University of Southern Maine to mail your duplicate diploma directly to the Maine Secretary of State along with the letter described below. USM will have the address.

STEP 2: WRITE A COVER LETTER TO BE MAILED WITH YOUR DUPLICATE DIPLOMA (put this letter in an envelope, unsealed and addressed to the Maine Secretary of State)

This letter should state that you are requesting an official university diploma with an apostille. The letter should also include:

- o Your name and current address
- o The name under which you attended the University, i.e. a maiden name if it is different than your current name
- o Date of birth
- o Years in which you attended or the year you graduated
- o The country for which the apostille is intended
- o Telephone number and/or e-mail where you can be contacted during the business day if there is a question or problem regarding your request
- o Your current home mailing address (**please specify that this is the address where you would like your diploma with the apostille to be mailed.**)
- o Your signature
- o **It is also VERY important that this letter state that your apostille will be arriving separately since you are currently outside of the United States.**

STEP 3: REQUEST AN APOSTILLE FROM THE MAINE SECRETARY OF STATE

Go to the Maine Secretary of State website and complete and print out their Apostille request form: <http://www.state.me.us/sos/cec/notary/apos-auth-request-form.pdf>

The cost for an apostille is \$10 USD. You can pay via credit card or with a check/money order made payable in USD to the **Secretary of State**

IMPORTANT: When you mail your application for an apostille and your check or credit card information be sure to include a letter. The letter could be almost a duplicate copy of the letter above with one small change. This letter sent directly to the Secretary of State should include:

- o Your name and current address
- o The name under which you attended the University, i.e. a maiden name if it is different than your current name
- o Date of birth
- o Years in which you attended or the year you graduated
- o The country for which the apostille is intended
- o Telephone number and/or e-mail where you can be contacted during the business day if there is a question or problem regarding your request
- o Your current home mailing address (**please specify that this is the address where you would like your diploma with the apostille to be mailed.**)
- o Your signature
- o **It is also VERY important that this letter state that your notarized diploma was sent directly from the University of Southern Maine under separate cover.**

Mail your Apostille request form, your check or money order for \$10 and your letter to:

**Secretary of State
Division of Corporations, UCC and Commissions
101 State House Station
Augusta, ME 04333-0101**

Telephone Inquiries: +1 (207) 624-7752 Email Inquiries: cec.notaries@maine.gov
<http://www.state.me.us/sos/cec/notary/apostilles.html>