

Apostille

Apostille: Certifying Columbus State University documents for use internationally

Frequently, students and alumni need internationally certified diplomas or transcripts. In order to certify these documents for official use internationally, Columbus State University and other Georgia institutions rely on the Georgia Superior Court Clerks' Cooperative Authority (GSCCCA). The GSCCCA issues a Certificate of Authentication in the name of the State of Georgia for any public document submitted to it. This is also known as the "Apostille" process, and several steps are involved.

Your Columbus State document must first be certified as genuine by an official in the Office of the Registrar and the signature of that official must be notarized by a notary in Human Resources. We will mail it to an address you provide, or will hold it for you to pick up.

1. [Request a Transcript](#)
 - a. \$20 fee for apostille option
 - b. 48 business hours for processing
2. Request new diploma here: [Request for Replacement Diploma Form](#)
 - a. Include cover letter requesting apostille
 - b. \$25 fee for undergraduate diploma
 - c. \$40 for graduate diploma
 - d. 2 weeks for processing
3. Next, arrange for the GSCCCA to complete the process. Documents must be original and may be brought or mailed to GSCCCA Notary Division 1875 Century BLVD, Ste. 100 Atlanta, GA 30345.
 - a. Office hours - Monday - Friday 8:30AM to 4:00PM
 - b. Fees
 1. Apostille - \$3 per document
 2. Certification of Notary Public fees - \$2 per document
 - c. Include cover/request letter specifying the destination country and providing contact information
 - d. Include a pre-paid, self addressed envelope or airbill for return

Question about Apostille?

Call [800-304-5175](tel:800-304-5175) or visit the [Apostille website](#).