APOSTILLE FOR DIPLOMA

The first step is for you to send a copy of your diploma to the Registrar’s Office at K-State. (If you want you can include the payment to the Secretary of State along with an unsealed stamped envelope and the Registrar's Office will forward this onto the Secretary of State after including the notarized diploma copy)

If you do not have your diploma, please go to the link below to request a duplicate diploma. Please note it takes 8-10 weeks to receive a duplicate diploma. If you need to order a replacement diploma be sure you include a letter of explanation at that time about needing the diploma authenticated. Otherwise the replacement diploma will be sent to you without being notarized or having the Apostille. Costs for replacement diplomas are explained on the request form.

http://www.k-state.edu/registrar/c_d/diploma.pdf

A photo copy of the original diploma is made. The stamp is applied to the front of the copy and notarized. If the original document is required, the stamp is applied to the back of the original and notarized.

If the notarized diploma copy or original is returned directly to you, send $7.50 per official document with each notarized copy or original of your diploma to the address below for the completion of the Apostille.

Apostille
Office of Secretary of State
Kris W. Kobach
First Floor, Memorial Hall
120 SW 10th Ave
Topeka KS 66612-1594

Be sure to include a brief description to the Office of Secretary of State detailing the documents to be authenticated for the apostille process and for which country. Payment to the Secretary of State must be included with these documents. Include a self-addressed stamped envelope or prepaid envelope for the documents to be returned to you.

If you have any questions regarding the apostille process, please contact the Office of Kansas Secretary of State at 785-296-4564 or www.kssos.org or email at kssos@kssos.org. To view information regarding certifications, authentications, and apostilles go to: http://www.kssos.org/business/notary_public/certifications.html