



# ST. FRANCIS COLLEGE

THE SMALL COLLEGE OF BIG DREAMS

Office of the Registrar  
180 Remsen Street, Brooklyn Heights, New York, 11201

## REQUEST FOR NOTARIZED DOCUMENTS

Please indicate which document needs to be authenticated:

1. Diploma                       2. Transcript                       3. Certified Letter

1. If you are requesting a notarized diploma or a “Diploma Apostille”, please bring in your original SFC degree to the Registrar’s Office located on the 2<sup>nd</sup> floor.
2. If you are requesting your transcript authenticated, please request an official copy through [sfc.edu/transcripts](http://sfc.edu/transcripts). Follow the link on the website and submit an order for a transcript to be “picked up”. Once you have submitted your request, you must send this completed form to [registrar@sfc.edu](mailto:registrar@sfc.edu) to authorize us notarizing your documents.
3. If you are requesting a notarized letter to go along with the above documents, please go to [sfc.edu/studentlife/registrar/forms](http://sfc.edu/studentlife/registrar/forms) and print out the “Graduation Verification Request” and send it with this form.

**PLEASE PRINT ALL INFORMATION CLEARLY:**

ID#	LAST NAME	FIRST NAME	MI.
MAJOR	DEGREE	DEGREE DATE	TODAY’S DATE

**CONTENTS OF AUTHENTICATED CERTIFICATION LETTER:**

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\*\*I hereby authorize St. Francis College to authenticate the above requested documents.\*\*

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**Signature of Student (REQUIRED)**

**PLEASE ALLOW 5-7 BUSINESS DAYS FOR PROCESSING - Please select an option for the letter:**

To be picked-up:     To be mailed to address as indicated above:     To be faxed: \_\_\_\_\_  
Fax Number/Recipient Name

\*\*You are responsible for having all the signatures authenticated by the Department of State in New York City. You can usually do this last step in person or by mail. This is the final step of authentication.\*\* Note: Please contact the Embassy or Consulate of the country where you intend to use the document to discuss their authentication requirements. (Some countries may accept an apostille. Others may require further steps such as U.S. Department of State certification then Consular certification).