

# Apostilles

An apostille is a form of authentication issued by the Secretary of State that verifies the authenticity of the signatures on a document. A document that has been certified with an apostille seal is accepted for legal use in all nations that have signed the 1961 Hague Convention.

Johnson & Wales University is not authorized to grant an apostille seal. That authentication is obtained only through the Rhode Island Secretary of State's office. JWU can, however, assist by providing notarized copies of transcripts and/or diplomas for students seeking an apostille seal.

The Apostille Request form (82K PDF) should be included with all documents needing notarization and certification. Johnson & Wales will notarize and certify documents intended for the apostille at no charge and return them as requested. **Please note that all apostille requests must be sent to the Providence Campus, regardless of campus attended. Please allow up to 10 business days for processing.**

**Please note:**

- Photocopies or e-diplomas cannot be used for this process.
- Official transcripts must be submitted in their original sealed envelopes. If the transcript has been opened, it will be considered unofficial and a new copy will need to be ordered.
- Your apostille paperwork will be processed using the name printed on your diploma and/or official transcript. If your name has changed since graduating, a name change request must first be submitted with the necessary documentation.
- Johnson & Wales University does NOT obtain an apostille from the Secretary of State on a student's behalf.

Once you receive your document(s), they must be mailed to the Rhode Island Secretary of State's office for completion of the apostille. A check or money order (made out to "Rhode Island Secretary of State") for \$5.00 **per document** must be included with the apostille request. Additionally, include a cover letter that states:

"I am requesting this Apostille for this (document type) for the country of \_\_\_\_\_ (i.e., France). My mailing information is as follows:

Name

Address"

Document(s), payment, and cover letter should be mailed to

Division of Business Services  
Office of the Secretary of State  
148 West River Street  
Providence, RI 02904

The Secretary of State's office processes requests in the date and order in which they are received. Please allow five business days (Monday–Friday) for processing. Mailed requests are returned via USPS First-Class Mail. Walk-in requests are available and do not require an appointment.

For more information, please refer to the Rhode Island Secretary of State's website.