

International American University

Office of the Registrar

IAU | AUTHENTICATION REQUEST FORM

International American University provides to our students authentication of their Statement of Completion. IAU are able to process authentications for one or more government office. For third parties requesting authentications on behalf of the student, please note that a separate authentication request form will be needed for each student. Complete this form. Once completed, print it, sign, and date. Submit this request to registrar@iaula.edu or fax it to (213) 262-5758. Please attach receipt confirmation of all payments made with this request. Payment methods & fees are listed in Section 3.

IAU | AUTHENTICATION PROCESS

STEP 1: REQUEST/PROVIDE DOCUMENTS

Upon receiving this request, IAU will produce a Statement of Completion. This document

STEP 2: LOCATIONS/GOVERNMENT OFFICES/ CONSULATES

Typically, IAU will send the document to three standard locations in order to get authenticated with available consulates or embassies of your choosing:

1. Local notary (CA)
2. California Secretary of State (CA)
3. Consulate of your choice (optional)
4. United States Department of State (WA)
5. Embassy of your choice (optional)

STEP 3: FEES & TIMING

For each document, we charge \$50.00 per standard location. Fees for each consulate/embassy is subject to change as each location varies in amount. The authentication process is quite time consuming. Sending your document to each location will take approximately 28 days here and back. Please keep in mind that these documents will be returned to you after the documents have returned from ALL of the locations requested. Fees for return shipping will apply.

STEP 4: DAMAGED DOCUMENTS

Please keep in mind that the handling of these documents on our behalf will be safely sealed in an envelope which will protect the documents. However, sending these documents to many locations may wear out the document's quality and not look as newly printed. We are not responsible and will NOT reprint and reauthenticate documents due to this complaint.

1) PLEASE FILL OUT THE FOLLOWING AREAS:

LEGAL NAME: _____
FIRST NAME MIDDLE NAME LAST NAME

MAIL DOCUMENTS TO: _____
STREET NAME AND APT/HOUSE # CITY STATE PROVINCE/TERRITORY

COUNTRY: _____ **POSTAL CODE:** _____ **EMAIL:** _____ **STUDENT ID NUMBER:** _____
@XXX.com

DOB: ____ - ____ - ____ **PROGRAM OF STUDY:** _____

2) PLEASE SELECT LOCATIONS FOR AUTHENTICATION:

<input type="checkbox"/> Local Notary (CA) - REQUIRED	\$10.00
<input type="checkbox"/> California Secretary of State (CA) - REQUIRED	\$50.00
<input type="checkbox"/> United States Department of State (WA) - REQUIRED	\$50.00
<input type="checkbox"/> Location of choice: _____	[]
<input type="checkbox"/> Location of choice: _____	[]
<input type="checkbox"/> Location of choice: _____	[]

3) PAYMENT METHODS & FEES:

Payment: IAU accepts Credit or Debit Cards, Cash, Money Order, Cashier's Checks, or Personal Checks, and Company Checks made payable to INTERNATIONAL AMERICAN UNIVERSITY.

THE FOLLOWING FEES WILL BE APPLIED FOR RETURN SHIPPING: **TRACKING CONFIRMATION INCLUDED

- I wish pick up the documents in person - FREE
- I have included a \$10.00 USPS - First Class Domestic Shipping Fee
- International Shipping Fee varies*. I have included a \$____.00 UPS - International Shipping Fee.

* International shipping fee varies from country to country. Please contact Office of the Registrar at registrar@iaula.edu for international shipping fee.

PROCESSING FEES OWED: _____ **+ SHIPPING FEES OWED:** _____
\$50.00 PER LOCATION RETURN SHIPPING IF APPLICABLE)

SIGNATURE DATE

*****FOR OFFICE USE ONLY*****	
REQUEST RECEIVED BY:	DATE: