

## **Diploma and Transcript Authentication (Apostille) Notarized Documents**

An "Authentication" and "Apostille" is a two-step certification process that ensures that the public documents issued in one signatory country will be recognized as valid in another signatory country. Many countries may require documents to be authenticated in order to be accepted for education and or employment purposes.

### **How do I get an Apostille Authenticated Transcript and/or Diploma?**

- Please follow the instructions on the North Carolina [Secretary of State](#) website to submit your notarized documents.
  
- Transcripts Needing [Apostille Authentication/Authority Certificates](#):
  1. Place an order using the "Order an Official Transcript" Tab to obtain a notarized transcript for pick-up at the Niner Central Office in Cone Center, Room 380.
  2. Immediately notify Niner Central by telephone (704-687-8622) or email ([ninercentral@uncc.edu](mailto:ninercentral@uncc.edu)) that your transcript requires a notary. If you would prefer your transcript be mailed after the notarization, you can request this and provide an address to Niner Central by email.
  3. Office staff will assist with transcript Notary service, at no cost to you.
  4. You can find the instructional process to Obtaining Authentication/Authority Certificates and the document submission on the [Secretary of State](#) website. Transcript should remain sealed for inclusion in your United States Department of State Authentication submission packet.
  
- Students may order a notarized diploma by emailing [graduation@uncc.edu](mailto:graduation@uncc.edu).