

## **Requirements for authentication of Diploma/Transcript Records**

**Dated: 8/1/2014**

### **Application methods:**

1. In-person
2. By mail (no applications by e-mail or fax)
3. Commissioned agent

### **Required Documents:**

1. Completed **Application Form**.
2. Original passport and a photocopy of the identity page.

### **If by mail:**

ROC (Taiwan) passport holders may send in a photocopy of their passport. For those who hold passports from other countries:

- (1) Applicants in the United States: A notarized passport photocopy by a notary public is required.
- (2) Applicants outside the United States: For those applicants in Taiwan, a photocopy of the passport must be legalized by that country's representative office (for example, an American passport photocopy would have to be legalized at the American Institute in Taiwan), then brought to the Ministry of Foreign Affairs for revalidation, before being sent to this office. For those in other countries, a photocopy of the applicant's passport must be first approved by Taiwan's consulate, and then sent to the office.
3. For a school diploma, certificate of graduation, or transcript authentication, the transcript must be provided with the school's guarantee of authenticity (the degree awarded to the applicant must be stated, envelopes must be sealed and stamped or sealed by the school). Alternatively, the applicant may apply directly to the school for the original forms to be sent to this office. If only applying for the authentication of a certificate of enrollment, the transcript is not required.
4. For verification of documents other than transcripts (such as a diploma, certificate of graduation), please provide the original diploma along with the required amount of copies, the original Certificates of Enrollment must be provided by the school in a form that is stamped with the seal of the school.

5. For those unable to provide the proper stamps and seals that are needed to guarantee the originality of the documents, please provide the following: the school's name, address, and phone number, as well as the student's identification and social security numbers, and a Letter of Authorization written in English. This office will then begin the process of contacting the school in order to facilitate the authentication application; the process may take approximately three to four weeks.

6. Apply via commissioned agent: the agent shall submit an authorization letter notarized by the applicant or agent's valid photo identification, such as an ROC (Taiwan) passport, foreign passport, or driver's license, etc.

**Fees:** The fee for each document is 15 USD; if applying by mail, please send a money order payable to: TECO in New York. The return postage is not included with this fee, please attach another envelope, properly marked and self-addressed, with the addition of return postage. Additionally, the above fees do not include the fees charged by the school for authentication, if applying for additional authentication; those fees must also be paid.

**Chinese translation verifications:** If also applying for authentication of a Chinese translation of the prior documents, a fee of 15 USD must be paid. Please provide the Chinese translation and read “Authentication of Documents Translated in Chinese” for more information.

**Reminders:**

1. This office only verifies documents issued from educational institutions within the states of New York, New Jersey, Pennsylvania, and Connecticut. For other areas, please visit the Bureau of Consular Affairs to obtain more information about contacting other districts.

2. The English names found within the application, the educational qualification documents, and the passport must match. Otherwise, contact the institution for corrections.

3. For “Certificate of Enrollment” authentications, this office will only authenticate the signatures of the document, while the ROC authority will approve the documents according to their own procedures and regulations.

4. If the applicant's military service status is directly related to their entry or exit, a verified certificate of enrollment or acceptance letter will only be valid for three months. The applicant must apply at the National Immigration Agency, please see their website for more information.

5. If the applicant is a minor (under 20), the parents must agree to submit a letter of verification. The parents must also submit a copy of their passport (if the parents are ROC (Taiwan) passport holders, the photocopies need not be notarized, if not, the photocopies must be notarized) as well as other documents, such as household registration, etc.
6. When applying through an agent, such as a parent, spouse, child or sibling, the presentation of documentation to the officer that proves this relationship may be enough for the officer to state that there is no need for a letter of authorization.
7. If the applicant is required to submit a high school diploma, please apply to the appropriate office within the high school for the form (the letter must be sealed and the envelopes must be stamped and sealed with the school seal). The applicant may also ask the school to directly send a letter to this office, in which case the authentication will take place once the letter has arrived. Those who have already graduated from high school, and who expect to be attending a university or college, shall ask the school to have the acceptance letter sent directly to this office. What should be included within the form: enrollment acceptance, payment of deposits, dates of education, upcoming year of study, full-time student status, and expected degree to be obtained.
8. If the applicant's university uses the "National Student Clearing House "service, and he or she wishes to proceed through this method, the applicant must pay the necessary fees for this service. After this has been done, the applicant should provide this office with the following information: the applicant's User Name, Password, E-Mail Address and Degree Verify Transaction ID. With this information, this office can carry out authentication through this method.
9. This office can only authenticate after the school has provided the materials. In cases of urgency, please advise the school of the situation in order to obtain the seals for the documents and have them immediately sent to this office to prevent delays.