

**AUTHENTICATION OF ACADEMIC CREDENTIALS
FOR STUDENTS DEPARTING THE UNITED STATES
(CERTIFIED COPIES)**

After the Board of Trustees' office of The Ohio State University has certified the copy/copies of your diploma, you may need to submit the copy of your diploma to additional agencies, depending upon the requirements of the country or institution requesting the certified copy. If further certification is needed, please visit or contact the following agencies as needed.

1. STATE OF OHIO CERTIFICATION

**Ohio Secretary of State
Client Service Center
Suite 103 (ground floor)
180 East Broad Street
Columbus, OH 43215-3707**

**Phone: (614) 728-9200
Toll Free: (877) 767-6446 (option #3)**

Hours: 8:00 am - 5:00 pm (arrive by 4:30 pm)
Monday - Friday

The cost is \$5.00 per copy. You may submit your request in person or by mail. Cash is acceptable from walk-ins. When submitting by mail, include what country you are working with, a self-addressed envelope, and a check or money order made payable to "Secretary of State."
<http://www.sos.state.oh.us/SOS/authentication.aspx>

2. U.S. DEPARTMENT OF STATE CERTIFICATION

(Mailing Address)
**Office of Authentications
U.S. Department of State
CA/PPT/S/TO/AUT
1st Floor
1150 Passport Services PL
Dulles, VA 20189-1150**

**Phone: (202) 485-8000
Fax: (202) 663-3636**

Hours: 7:30 am – 11:00 am
Monday - Friday

The cost is \$8.00 per copy. Submit your request by mail and enclose a check or money order made payable to "U.S. Department of State." <http://www.state.gov/m/a/auth/>
*Note: Please see attached documents for more information.

3. Authenticate the document at the appropriate foreign embassy.