Requests for Apostilles from Students of Foreign Institutions

Part 1:

Students attending foreign institutions (colleges and universities located outside of the State of Delaware) who wish to obtain an Apostille from the State of Delaware must provide all of the following information to ihe@doe.k12.de.us

Student's Name (First, Middle, Last):

Student's Mailing Address:

Student's Preferred Email Address:

Student's Preferred Phone Number:

Name of Foreign Institution:

Date of Graduation:

Part 2:

Once this information is received, the Delaware Department of Education will confirm whether or not the foreign institution has degree-granting authority from Delaware. If the foreign institution does have degree-granting authority from Delaware, the Delaware Department of Education will issue a letter confirming the foreign institution has authorization to confer degrees and the Delaware Department of State – Division of Corporations will contact the student with additional requirements for obtaining an Apostille of this letter. If the foreign institution does not have degree-granting authority from Delaware, the student will be informed that no Apostille can be provided.

Important Information (Please read in its entirely):

Please note that the State of Delaware will not affix an Apostille to any document that is not signed by a Delaware Public Official. Therefore, do not send any educational documents (such as transcripts, diplomas, certificates of graduation, etc.) to the Delaware Department of Education or the Delaware Department of State. Apostilles will not be issued for educational documents.

If you are seeking an Apostille to be affixed to an educational document (such as a transcript, diploma, certificate of graduation, etc.), you must contact the foreign institution that issued the document to inquire as to how to obtain an Apostille in the country where the institution is located.

If you have any questions, you may contact the Delaware Department of State at 302-739-3073 or visit http://corp.delaware.gov.