

## Apostille & Authentication Services

International countries require varying procedures to verify the authenticity of an academic document. Lee University assists with the initial phase of the Apostille/Authentication Process. For Lee alums, the Records Office will verify authenticity of the transcript or diploma, whichever is required by the service being sought, will obtain notarization at Lee University, and will obtain notarization from the local Bradley County Courthouse. With a pre-paid envelope addressed to the requester, Lee will mail the verified, notarized document back to the requester so that the requester may complete the Apostille or Authentication process, according to the requirements of the destination country. The requester will contact the Consulate of the destination country for details concerning the specific process, whether an Apostille or Authentication is required.

### Student Requester Information

Student Name			Student Signature		
Address	City	State	Zip		
Telephone Number			Social Security Number		
Email Address					

### Please complete the following checklist:

1.  Clear all financial obligations @ Lee University. Contact Student Financial Services, 423.614.8100.
2. **Transcript:**  I need to order my official transcript(s) from Lee University to be notarized.  
Please order and pay electronically as follows: [www.leeuniversity.edu](http://www.leeuniversity.edu), scroll to bottom of page to Quick Links, Transcripts and Records (link: <http://www.leeuniversity.edu/records/transcripts-records.aspx>). The “recipient” of your transcript will be the Lee University Records Office (Records@leeuniversity.edu) so that Lee can notarize.
3. **Diploma** (please check the one that applies to your situation):
  - a.  I have enclosed my original diploma(s) or copy of original (as required by destination country) for Lee University to notarize.  
 I have enclosed a copy of a valid ID (i.e., driver’s license or passport) along with my signature and date on the copy. This is to ensure that the diploma is returned only to the owner of the diploma and no one else.  
NOTE: If you chose “a”, both of the above are required in order to process your request for Apostille/Authentication.
  - b.  I need to order a replacement diploma from Lee to be notarized. Contact Lee Univ Records Office., [Records@Leeuniversity.edu](mailto:Records@Leeuniversity.edu) or 423.614.8200.
4. Lee University will verify the authenticity of the transcript or diploma, requested above, and will notarize it at Lee University and the local Bradley County Courthouse, after which the document will be returned to the requester to continue and complete the Apostille/Authentication process.
5. **Mail the following to: Lee University Records Office, PO Box 3450, Cleveland TN 37320-3450.**
  - a.  Pre-paid envelope addressed to the requester of this Apostille/Authentication for return of the notarized document.
  - b.  Original diploma or copy of diploma, or request for replacement diploma
  - c.  A copy of a valid ID (i.e., driver’s license or passport) along with your signature and date on the copy.
  - d.  If you wish someone other than yourself to receive the notarized document from Lee University, please complete, sign, and date the attached Consent to Release and enclose in your document package to Lee.
  - e.  Required fee of \$5.00 per document to cover Bradley County notary fee. Credit card form is attached.
6. When all required documents are received at Lee, your request for an Apostille or Authentication will be processed.

**This process requires up to 4 weeks. Allow sufficient processing time in order to meet your deadline.**

## Consent to Release Confidential Information

### I. Release of Academic and Billing Information to Parents

NOTE: A consent releasing confidential information to parents (this form) must be on file in the Records Office in order to discuss the student's academic progress or billing information. Academic progress may include class attendance, course participation, and completion of assignments. Confidential information will be released to the parent **only** if the parent knows the Colleague ID# (7-digit WebAdvisor ID# beginning with a zero) and other personal identification information. WebAdvisor is the online account that provides full academic and financial information. Grades can easily be accessed from the student's WebAdvisor account by obtaining from the student their login/password. Lee University does not prepare mid-term grades; final grades are the only term grades available. Grades can be viewed online (WebAdvisor) as soon as they are posted at the end of the term by the faculty member. Records staff only has access to final grades after being posted on WebAdvisor. Student schedules and financial status may also be accessed using the student's online account.

\_\_\_\_\_  
 (initials)  I **authorize** release of academic information (including grades) and billing information to my parent(s) as listed below and/or those specified below (such a legal guardian). Please provide full, current information.  
**This option is highly recommended for students whose parents are paying their bills!**

• Name: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_

Phone #: \_\_\_\_\_ Relationship: \_\_\_\_\_

• Name: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_

Phone #: \_\_\_\_\_ Relationship: \_\_\_\_\_

\_\_\_\_\_  
 (initials)  I **do NOT authorize** release of academic information, including grades, to my parents.

**II. Release of Personal Directory Information.** Directory information includes but is not limited to name, address, phone, age, classification, and/or academic major. It is generally the practice of Lee University not to release contact information when requested from outside Lee in order to protect its students. However, there are isolated occasions when this information is requested, such as a potential employer (especially the U.S. Government) requesting a background check.

\_\_\_\_\_  
 (initials)  I **authorize** release of my personal directory information.

\_\_\_\_\_  
 (initials)  I **do NOT authorize release** of my personal directory information to anyone or any service, including all employers. I understand that if I choose this option, it remains valid until I change it with a written request, even **after** I am no longer a student. This option is recommended **only if** there is a reason not to be identified as a student at Lee for safety reasons.

\_\_\_\_\_  
 (initials)  I do **authorize** release of my directory information to **ONLY** the following specific institution/person:  
 \_\_\_\_\_

<b>* Were you claimed as a dependent on either parent's most recent income tax return?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
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\*Signature of student or alumnus \_\_\_\_\_

\*Printed name of student or alumnus \_\_\_\_\_

\* Student Id # or Social Security # \_\_\_\_\_ \*Date of document signing \_\_\_\_\_

**NOTE:** This information must be filled out clearly identifying release of academic and/or directory information.

The document must be signed and dated and thus cannot be emailed. Please return to the Records Office:

Mail – Lee University, Records Office, P.O. Box 3450 Cleveland, TN 37320-3450

Fax – 423.614.8204

**Credit Card Payment Request**

**Student Name:** \_\_\_\_\_

**Name on Card:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Billing Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Type of Card:**

- Visa**
- Mastercard**
- American Express**
- Discover**

**Card Number** \_\_\_\_\_

**SID Number ( security code on back of card):** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_

**Email Address: (required):** \_\_\_\_\_

**Amount:\$** \_\_\_\_\_