



*Dear Spanish Students and Host Parents,*

As the end of your program approaches, you must start the process to get your grades convalidated. THIS IS VERY IMPORTANT as this is the only way to receive credit for your academic study in the US.

This packet contains all the information necessary to complete the convalidation process. This process will have to be completed after you return home, so ask your Host Family for help.

**Tasks to do first:**

1. Discuss with your International Agent where the convalidated documents should be sent - to you or to the International Agent's office.
2. Visit the website for the **Secretary of State** office for your state, using the list included in this packet, to verify the process and the cost for obtaining the Apostille. Be certain to check if certification of the notary's signature by the county clerk is necessary. Several states (KY, MD, NY, NC, OH, TN) have this requirement. If so, you will need to mail the notarized documents to the county clerk's office first.
3. Purchase a money order in the amount the Apostille will cost. Make your money order payable to the Secretary of State. Purchase the money order from the U.S. Post Office.
4. If your state has a standard request form, use that form. If not, fill out the form titled "Request for the Apostille" in this packet and leave it with your host family along with the envelope addressed to the Secretary of State and a stamped envelope addressed to your host family. The form will need to be sent to the Secretary of State along with your official transcripts.

**Start the process by following the steps below:**

Ask your Guidance Counselor, using the enclosed form titled "Request for an official transcript," for your official transcripts and diploma (if received). Ask your guidance counselor to read through the letter, as there are important requirements needed on the transcript.

- Your official school transcripts, which should include the following information:
  - ☐ Dates of attendance
  - ☐ Grade Level
  - ☐ Lists of subjects taken with final grades for each semester
  - ☐ Signature of principal or registrar, which needs to be notarized!!
  - ☐ Raised official school seal (if school does not have raised seal, a letter stating this from the school must be included).
- A letter on official school stationery, signed by the principal or registrar, stating that you have completed the requirements for the school year and earned a diploma if applicable.
- The Guidance Counselor is to send the transcript and letter to your Host Family, as noted on the "Request for an Official Transcript" form.

**Ask your Host Family to continue the process by sending the below items to the Secretary of State of your state :**

Once the above steps have been completed, your transcripts need to be sent to the Secretary of State of your state by Certified Mail - Return Receipt Requested. Leave five dollars with your Host Family for this. The envelope to the Secretary of State must include:

- ☐ The state form or the attached form titled "Request for the Apostille."
- ☐ Your official school transcript as detailed above.
- ☐ A letter on official school stationery, as detailed above.
- ☐ A money order in the correct amount, made payable to the Secretary of State
- ☐ A stamped envelope addressed to you or your International Agent

If you have any questions please call the ISE national office or your Area Representative.

Sincerely,  
International Student Exchange



### REQUEST FOR AN OFFICAL TRANSCRIPT

Dear Guidance Counselor,

As this is the end of my program, it is time for me to begin the process of convalidation for my grades. This is very important to me because it is the only way for me to receive credit in my Native country for my US classes.

The official school transcript must include the following information:

- ☐ Dates of attendance
- ☐ Grade Level
- ☐ Lists of subjects taken with final grades
- ☐ Signature of principal or registrar, which needs to be ***notarized***
- ☐ Raised official school seal (if school does not have raised seal, a letter stating this from the school must be included).

I would also request a separate letter, on official school stationery, signed by the principal or registrar, stating that I have completed the requirements for the school year (and earned a diploma if applicable).

As I will have returned home by the time these documents have been completed, I would ask that the information be forwarded to my Host Family. I have provided their address at the bottom of this letter.

Thank you very much for your attention to this matter. If you have any questions regarding this request please feel free to contact the ISE national office at 800-766-4656.

With best wishes,

\_\_\_\_\_

Signature of Student

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

Host Family Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



Date: \_\_\_\_\_

#### REQUEST FOR THE APOSTILLE

Dear Secretary of State,

I am a foreign exchange student from Spain who recently completed my academic program in the United States. In order to obtain credit in my home country, I must have an official school transcript that has been granted an Apostille from the office of the Secretary of State.

Please find the notarized document enclosed which requires the Apostille. As I will have returned home by the time my transcript is issued, please return it to my host family, using the included stamped, return envelope.

Thank you for your assistance in this matter. Your help is greatly appreciated.

With best wishes,

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(name of student)

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(signature of student)

## Secretary of State Contact Information

<b>ALABAMA</b> Secretary of State State Capital Building - Suite S105 600 Dexter Avenue Montgomery, AL 36104 (334) 242-7205 Beth.chapman@sos.alabama.gov <a href="http://www.sos.state.al.us/AdminServices/Authentications.aspx">http://www.sos.state.al.us/AdminServices/Authentications.aspx</a>	<b>MONTANA</b> Secretary of State - Notary & Certification Services PO Box 202801 1301 6 <sup>th</sup> Ave. Helena, MT 59620 (406) 444-1877 sosnotary@mt.gov <a href="http://www.sos.mt.gov/notary/assets/forms/Certification_Request.pdf">http://www.sos.mt.gov/notary/assets/forms/Certification_Request.pdf</a>
<b>ALASKA</b> Office of the Lt. Governor - Authentications Department 240 Main Street, Room 301 Juneau, Alaska 99801 (907) 465-3509 notary@gov.state.ak.us <a href="http://ltgov.state.ak.us/notary/authentications.php">http://ltgov.state.ak.us/notary/authentications.php</a>	<b>NEBRASKA</b> Nebraska Secretary of State - Notary Division PO Box 95104 Lincoln, NE 68509 (402) 471-2554 secretaryofstate@sos.ne.gov <a href="http://www.sos.state.ne.us/business/notary/not_auth.html">http://www.sos.state.ne.us/business/notary/not_auth.html</a>
<b>ARIZONA</b> <b>Secretary of State - Attn: Apostille Department</b> 7th Floor, State Capitol 1700 W. Washington Phoenix, AZ 85007-2808 (602) 542-6187 <a href="http://www.azsos.gov/business_services/notary/Apostille.htm">http://www.azsos.gov/business_services/notary/Apostille.htm</a>	<b>NEVADA</b> Nevada Secretary of State 101 North Carson St., Suite 3 Carson City, NV. 89701 (775) 684-5708 sosmail@sos.nv.gov <a href="http://nvsos.gov/index.aspx?page=124">http://nvsos.gov/index.aspx?page=124</a>
<b>ARKANSAS</b> Secretary of State - <b>Business/Commercial Services Division</b> 1401 West Capitol, Ste., 250 Little Rock, AR 72201 (501) 682-1010 888-233-0325 <a href="http://www.sos.arkansas.gov/corp_ucc_authentication_docs.html">http://www.sos.arkansas.gov/corp_ucc_authentication_docs.html</a>	<b>NEW HAMPSHIRE</b> Secretary of State's Office 107 North Main Street Concord, NH 03301 (603) 271-3242 kladd@sos.state.nh.us <a href="http://www.sos.nh.gov/certific.htm">http://www.sos.nh.gov/certific.htm</a>
<b>CALIFORNIA</b> California Secretary of State - Notary Public Section P.O. Box 942877 Sacramento, CA 94277-0001 916-653-3595 <a href="http://www.sos.ca.gov/business/notary/authentication.htm">http://www.sos.ca.gov/business/notary/authentication.htm</a>	<b>NEW JERSEY</b> NJ Division of Revenue - Notary Unit PO Box 452 Trenton, NJ 08646 609.292.4087 <a href="http://www.state.nj.us/treasury/revenue/dcr/programs/apostilles.htm">http://www.state.nj.us/treasury/revenue/dcr/programs/apostilles.htm</a>
<b>COLORADO</b> Colorado Secretary of State - <b>Notary Program</b> <b>1700 Broadway, Suite 200</b> <b>Denver, CO 80290</b> (303) 894-2200 <a href="http://www.sos.state.co.us/pubs/notary/notaryAA.html">http://www.sos.state.co.us/pubs/notary/notaryAA.html</a>	<b>NEW MEXICO</b> Secretary of State - Operations Division 325 Don Gaspar, Suite 300 Santa Fe, NM 87503 800-477-3632 <a href="http://www.sos.state.nm.us/sos-Apostille.html">http://www.sos.state.nm.us/sos-Apostille.html</a>
<b>CONNECTICUT</b> Commercial Recording Division Secretary of the State P.O. Box 150470 Hartford CT 06115-0470 (860) 509-6200 <a href="http://www.ct.gov/sots/cwp/view.asp?a=3177&amp;q=392130&amp;SOT_SNav_GID=1844">http://www.ct.gov/sots/cwp/view.asp?a=3177&amp;q=392130&amp;SOT_SNav_GID=1844</a>	<b>NEW YORK</b> Department of State - State Records One Commerce Plaza 99 Washington Avenue – 6 <sup>th</sup> Floor Albany, NY 12231 (518) 473-2293 info@dos.state.ny.us <a href="http://www.dos.state.ny.us/corps/apostille.html">http://www.dos.state.ny.us/corps/apostille.html</a>
<b>DELAWARE</b> Secretary of State Townsend Building P.O. Box 898 Dover, DE 19903 (302) 739-4111 <a href="http://corp.delaware.gov/apost_info.shtml">http://corp.delaware.gov/apost_info.shtml</a>	<b>NORTH CAROLINA</b> Authentication Office - NC Secretary of State PO Box 29622 Raleigh NC 27626-0622 919-807-2140 authen@sosnc.com <a href="http://www.secretary.state.nc.us/authen/">http://www.secretary.state.nc.us/authen/</a>

<b>FLORIDA</b> Department of State Division of Corporations - Apostille Certification P.O. Box 6800 Tallahassee, FL 32314-6800 850-245-6945 secretaryofstate@.dos.state.fl.us <a href="http://notaries.dos.state.fl.us/notproc7.html">http://notaries.dos.state.fl.us/notproc7.html</a>	<b>NORTH DAKOTA</b> Secretary of State - State of North Dakota 600 E Boulevard Ave Dept 108, 1st Floor Bismarck, ND 58505-0500 701-328-2901 800-352-0867 sos@nd.gov <a href="http://www.nd.gov/sos/notaryserv/">http://www.nd.gov/sos/notaryserv/</a>
<b>GEORGIA</b> Secretary of State - Elections Division 2 Martin Luther King Jr. Drive SE Suite 1104, West Tower Atlanta, GA 30334-1530 (404) 656-2881 <a href="http://sos.georgia.gov/elections/commissions/default.htm">http://sos.georgia.gov/elections/commissions/default.htm</a>	<b>OHIO</b> Ohio Secretary of State - Records and Client Services 180 E. Broad St., Suite 103 Columbus, OH 43215 (877) 767-6446 (614) 728-9200. <a href="http://www.sos.state.oh.us/SOS/authentication.aspx">http://www.sos.state.oh.us/SOS/authentication.aspx</a>
<b>HAWAII</b> Office of the Lieutenant Governor State Capitol, Fifth Floor Honolulu, HI 96813 (808) 586-0255 ltgov@hawaii.gov <a href="http://hawaii.gov/ltgov/office/apostilles/">http://hawaii.gov/ltgov/office/apostilles/</a>	<b>OKLAHOMA</b> Secretary of State P.O. Box 53390 Will Rogers Building, Room 220 2401 N. Lincoln Boulevard Oklahoma City, OK 73152-3390 (405) 521-4211 <a href="https://www.sos.ok.gov/business/apostilles.aspx">https://www.sos.ok.gov/business/apostilles.aspx</a>
<b>IDAHO</b> Secretary of State PO Box 83720 450 N 4th Street Boise ID 83720-0080 (208) 334-2300 Fax (208) 334-2282 <a href="http://www.sos.idaho.gov/notary/apostill.htm">http://www.sos.idaho.gov/notary/apostill.htm</a>	<b>OREGON</b> Corporations Division - Notary Public Section 255 Capitol St. NE Suite 151 Salem, OR 97310 (503) 986-1523 Fax (503) 986-2593 oregon.sos@sos.or.us <a href="http://www.filinginoregon.com/pages/forms/copy/305.pdf">http://www.filinginoregon.com/pages/forms/copy/305.pdf</a>
<b>ILLINOIS</b> Secretary of State - Index Department 111 E. Monroe St. Springfield, IL 62756 (217) 782-7017 <a href="http://www.cyberdriveillinois.com/publications/pdf_publications/i177.pdf">http://www.cyberdriveillinois.com/publications/pdf_publications/i177.pdf</a>	<b>PENNSYLVANIA</b> Pennsylvania Department of State Bureau of Commissions, Elections and Legislation Room 210 North Office Building Harrisburg, PA 17120-0029 (717) 787-5280 <a href="http://www.dos.state.pa.us/portal/server.pt/community/certifications%2C_apostilles%2C_and_the_authentication_of_documents/12630">http://www.dos.state.pa.us/portal/server.pt/community/certifications%2C_apostilles%2C_and_the_authentication_of_documents/12630</a>
<b>INDIANA</b> Indiana Secretary of State - Authentication Department 302 W. Washington Street, Room E-018 Indianapolis, IN 46204 (317) 232-2677 assistant@sos.state.in.us <a href="http://www.in.gov/sos/business/2377.htm">http://www.in.gov/sos/business/2377.htm</a>	<b>RHODE ISLAND</b> Secretary of State - Notary Public Section 148 West River Street Providence, RI 02904-2615 Phone: (401) 222-3040 <a href="http://sos.ri.gov/business/apostilles/">http://sos.ri.gov/business/apostilles/</a>
<b>IOWA</b> Secretary of State First Floor, Lucas Building 321 E. 12th St. Des Moines, IA 50319 515-281-5204 515-242-5953 (Fax) sos@sos.state.ia.us <a href="http://www.sos.state.ia.us/contactus.html">http://www.sos.state.ia.us/contactus.html</a>	<b>SOUTH CAROLINA</b> South Carolina Secretary of State Attn: Notaries Division P.O. Box 11350 Columbia, SC 29211 803-734-2170 <a href="http://www.scsos.com/Apostilles">http://www.scsos.com/Apostilles</a>
<b>KANSAS</b> Kansas Secretary of State Memorial Hall, 1st Floor 120 SW 10th Avenue Topeka, KS 66612-1594 (785) 296-4564 <a href="http://www.kssos.org/business/notary_public/certifications.html">http://www.kssos.org/business/notary_public/certifications.html</a>	<b>SOUTH DAKOTA</b> Secretary of State - Notary Administrator 500 E. Capitol Building Suite 204 Pierre, SD 57501 (605) 773-3537 sdsos@state.sd.us <a href="http://www.sdsos.gov/adminservices/apostilles.shtm">http://www.sdsos.gov/adminservices/apostilles.shtm</a>

<b>KENTUCKY</b> Secretary of State Division of Corporations - Business Records PO Box 718 Frankfort, KY 40602 (502) 564-3490 Fax (502) 564-5687 <a href="mailto:sos.secretary@ky.gov">sos.secretary@ky.gov</a> <a href="http://sos.ky.gov/adminservices/apostilles/">http://sos.ky.gov/adminservices/apostilles/</a>	<b>TENNESSEE</b> Secretary of State Division of Business Services 312 Rosa L. Parks Avenue, Snodgrass Tower, 6th Floor Nashville, TN 37243 (615) 741-3699. <a href="http://www.state.tn.us/sos/bus_svc/apostilles.htm">http://www.state.tn.us/sos/bus_svc/apostilles.htm</a>
<b>LOUISIANA</b> Louisiana Secretary of State - Commissions Division P. O. Box 94125 Baton Rouge, LA 70804-9125 225-922-0330 <a href="mailto:admin@sos.louisiana.gov">admin@sos.louisiana.gov</a> <a href="http://www.sos.louisiana.gov/tabid/134/Default.aspx">http://www.sos.louisiana.gov/tabid/134/Default.aspx</a>	<b>TEXAS</b> Secretary of State Authentications Unit P.O. Box 13550 Austin, TX 78711-3550 (512) 463-5705 <a href="http://www.sos.state.tx.us/authinfo.shtml">http://www.sos.state.tx.us/authinfo.shtml</a>
<b>MAINE</b> Secretary of State 101 State House Station Augusta ME 04333-0101 (207) 626-8400 Fax (207) 287-8598 <a href="mailto:sos.office@maine.gov">sos.office@maine.gov</a> <a href="http://www.maine.gov/sos/cec/notary/apostilles.html">http://www.maine.gov/sos/cec/notary/apostilles.html</a>	<b>UTAH</b> Secretary of State Utah State Capitol 350 N. State Street, Suite 200 Salt Lake City, UT 84114 (801) 538-1041 <a href="http://www.northwestregisteredagent.com/webForms/UT/UT-Apostille-Order-Form.pdf">http://www.northwestregisteredagent.com/webForms/UT/UT-Apostille-Order-Form.pdf</a>
<b>MARYLAND</b> Office of the Secretary of State - Certification Desk 16 Francis St. – Jeffrey Building – 1 <sup>st</sup> Floor Annapolis, MD 21401 410-974-5521 <a href="http://www.sos.state.md.us/Certifications/FAQ.aspx#steps">http://www.sos.state.md.us/Certifications/FAQ.aspx#steps</a>	<b>VERMONT</b> Office of the Secretary of State VT State Archives & Records Administration 1078 U.S. Route 2 - Middlesex Montpelier, VT 05633-7701 Attn: Kathy Watters 802-828-3287 <a href="http://vermont-archives.org/notary/guide/Notary5.htm">http://vermont-archives.org/notary/guide/Notary5.htm</a>
<b>MASSACHUSETTS</b> Secretary of the Commonwealth Division of Public Records One Ashburton Place, Room 1719 Boston, MA 02108-1512 Tel: (617) 727-2836 Fax: (617) 727-5914 <a href="http://www.sec.state.ma.us/pre/preidx.htm">www.sec.state.ma.us/pre/preidx.htm</a>	<b>VIRGINIA</b> Secretary of the Commonwealth Attn: Authentication Request 1111 East Broad Street – 4 <sup>th</sup> Floor Richmond, VA 23219 804-692-0114 <a href="http://www.commonwealth.virginia.gov/OfficialDocuments/Authentication/authentications.cfm">http://www.commonwealth.virginia.gov/OfficialDocuments/Authentication/authentications.cfm</a>
<b>MICHIGAN</b> Michigan Department of State Office of the Great Seal 7064 Crowser Drive Lansing, MI 48918 (517) 373-2510 888-767-6424 Fax (517) 373-0727 <a href="http://www.michigan.gov/sos/0,1607,7-127-1638_8734--,00.html">http://www.michigan.gov/sos/0,1607,7-127-1638_8734--,00.html</a>	<b>WASHINGTON</b> Secretary of State Corporations Division PO Box 40228 OLYMPIA WA 98504-0228 (360) 725-0344 <a href="http://www.sos.wa.gov/corps/apostilles/Default.aspx">http://www.sos.wa.gov/corps/apostilles/Default.aspx</a>
<b>MINNESOTA</b> Retirement Systems of Minnesota Building Minnesota Secretary of State - Certification 60 Empire Drive, Suite 100 Saint Paul, MN 55103-2141 (651) 296-2803 877-551-6767 Fax (651) 215-0682 <a href="mailto:Secretary.state@state.mn.us">Secretary.state@state.mn.us</a> <a href="http://www.sos.state.mn.us/index.aspx?page=1472">http://www.sos.state.mn.us/index.aspx?page=1472</a>	<b>WEST VIRGINIA</b> Secretary of State Business & Licensing Building 1, Suite-157K 1900 Kanawha Blvd., E. Charleston, WV 25305 (304) 558-8000 866-767-8683 <a href="mailto:wvsos@wvsos.com">wvsos@wvsos.com</a> <a href="http://www.sos.wv.gov/Pages/Search.aspx?q=apostille">http://www.sos.wv.gov/Pages/Search.aspx?q=apostille</a>
<b>MISSISSIPPI</b> Secretary of State P.O. Box 136 401 Mississippi St. Jackson, MS 39205-0136 (601) 359-1615 <a href="mailto:administrator@sos.state.ms.us">administrator@sos.state.ms.us</a> <a href="http://www.sos.state.ms.us/busserv/notaries/notariesandapostilles.asp">http://www.sos.state.ms.us/busserv/notaries/notariesandapostilles.asp</a>	<b>WISCONSIN</b> Secretary of State Certification Desk 30 W. Mifflin Street 10th Floor Madison, WI 53703 (608) 266-5503 <a href="http://www.sos.state.wi.us/apostilles.htm">http://www.sos.state.wi.us/apostilles.htm</a>

<b>MISSOURI</b> Commissions Secretary of State's Office 600 West Main, Room 322 Jefferson City, MO 65101 (573)751-4936 Fax (573)552-3082 SOSMain@sos.mo.gov <a href="http://www.sos.mo.gov/business/commissions/certify.asp">http://www.sos.mo.gov/business/commissions/certify.asp</a>	<b>WYOMING</b> Secretary of State State Capitol Building 200 West 24th Street Cheyenne, WY 82002-0020 Ph. 307.777.5346 <b>ateste@state.wy.us</b> <a href="http://soswy.state.wy.us/adminservices/authenticationoverview.aspx">http://soswy.state.wy.us/adminservices/authenticationoverview.aspx</a>
	<b>WASHINGTON, DC</b> Hon. Stephanie Scott Secretary of the District 441 4th Street, NW Room 810S Washington, DC 20001 (202) 727-6306 <a href="http://os.dc.gov/os/cwp/view,a,1207,q,522462.asp#document">http://os.dc.gov/os/cwp/view,a,1207,q,522462.asp#document</a>