

AUTHENTICATION RESOURCES

FIRST STEP: IT IS VERY IMPORTANT TO CONTACT YOUR EMBASSY OR CONSULATE FOR SPECIFIC INFORMATION ABOUT YOUR COUNTRY'S REQUIREMENTS. (SEE THE ISS OFFICE AT 309 WES WATKINS CENTER FOR ADDRESSES AND PHONE NUMBERS).

SECOND STEP: Reorder a new diploma go to the following link for instructions:

<https://registrar.okstate.edu/commencement/diplomas.html>

Note: The charge to issue a replacement or duplicate diploma is \$50.00. Diplomas to be sent overseas require an e-ship account.

THIRD STEP: Diploma, transcript, and [cover page](#) should be sent to the following address, along with a stamped return address envelope and the fee \$25 at this time (money order or cashier's check). The fee will depend on your home country.

The address is: Oklahoma Secretary of State
 Attn: Certification Department
 421 NW 13th St, Suite 210
 Oklahoma City, OK 73103
 (405) 521-4211

This process will take approximately 1 week.

****OPTIONAL (FOURTH STEP)*:*** Contact the Department of State Authentication Office. Please see the website for your scenario:

<https://travel.state.gov/content/travel/en/legal-considerations/judicial/authentication-of-documents/requesting-authentication-services.html>

This process will take approximately 7 days.

FIFTH STEP: Send diploma, transcript and certifications to your embassy to be certified.