

Authentication of Professional Documents

Summary: Steps required to authenticate professional documents for new staff

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Applies to: New Expatriate Staff

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Obtaining a Certificate of Authentication for Educational Documents

China requires that we present authenticated copies of educational diplomas and teaching certificates. The following is a step by step process for obtaining authenticated educational documents (diploma and teaching certificate):

From the US

Step I:

Obtain from the registrar of the college/university from which you received your **highest degree** an official true copy of the diploma (the transcript will not work for this.) The registrar should then execute an affidavit attesting to the validity of the document before a notary public. Frequently the business office of a college/university has a notary public. [Sample letter.](#)

- It is required to notarize the original or photocopy of the diploma with two statements: one declaration statement and one acknowledge statement. [Sample notarized diploma by registrar.](#)
- The declaration statement should be from the school registrar states "This document is a certified copy indicating the named student's degree award." Please note it can't be from you as the holder as it is not recognized by Chinese government.
- The acknowledge statement should be from a notary public in this state of where the diploma is from. The statement should be such as "Signed and sworn (or affirm) to before me this __ day of __, 20__" and complete with notary seal and signature.
- The two statements can be typed or written on the front or back side of the diploma or on a separate paper attached to the diploma.

Step II:

1. The notarized diploma must then be certified by the clerk of court from the county in which the notary is commissioned.
(Note: this step may be omitted if the authority #2 will certify directly to the notary. Your university may be able to answer this for you or check the process outlined in section III of [state Notary Public Administrator](#))
2. The notarized diploma should be further authenticated by the Secretary of State by adding a cover statement with a designated big seal, signature and wording recognized by Chinese Consulate. See [Secretary of State's Office](#) -Costs will vary by state.
 - When you submit it to secretary of your state, please indicate the document will be used in China.
(Note: Apostille is not recognized in China. It should be Authentication instead of Apostille.)
 - For some states, the registrar of the university may be able to help with this step. Be sure to ask them for the process in their state.
 - Documents originating in the District of Columbia must be certified by the Secretary of the District of Columbia Notarial Section.
 - Once authenticated, the staple(s) or brad must not be removed. Click here for [state authentication sample](#).

Step III (if needed):

- Diploma authenticated in some states must be further authenticated by the [US Department of State](#) (Federal level) after authentication by your state's secretary office (state level). These states include Delaware, Idaho, Kentucky, Maryland, Montana, Nebraska, North Carolina, North Dakota, South Carolina, South Dakota, Tennessee, Utah, Virginia, West Virginia, Wyoming and Washington DC.
- If you are in these States, send all of these documents to the [Authentications Office of the Department of State](#), following the instruction on that office's web page and they will also attach an authentication certificate. [Mailing instructions](#). This certificate costs \$8.

Final Step:

Obtain the documents legalization by Chinese embassy/consulate as the final step.

- If there's a Chinese Embassy/Consulates nearby that you can easily visit, take all the required documents to apply in person. Check their website for the details before you visit [Chinese Embassy/Consulates in US](#)
- If it's not convenient due to the distance, please send all the required documents to visa agency "Visa Rite" following the instructions which are STEP 3-STEP 7 on the [VisaRite website](#)

From other Countries

Canada

Authentication office of the Canadian Foreign Affairs Department

- http://www.international.gc.ca/world-monde/study_work_travel-etude_travail_voyage/authentication-authentification/index.aspx?lang=eng
- Refer to the section that speaks specifically about education documents like diplomas and transcripts.

United Kingdom of Great Britain and Northern Ireland

- Local international notary public
- Legalization office of the Foreign and Commonwealth Office (FCO) (£30)
<https://www.gov.uk/get-document-legalised>

Australia

Step I:

Your original degree or a copy must be first verified and signed as a 'true and accurate record' by the central student administration office of the issuing institution unless that institution has a public online verification register so that you can just e-mail verify. Click below for details. Please tell your school that eventually it will go to DFAT (Department of Foreign Affairs and Trade) and Chinese consulate for authentication.

[What documents can be legalized with an apostille or authentication?](#)

Step II:

Verified original degree or a copy must be then certified by an Australian notary public. The notary public will contact the issuing institution to make sure it's a true copy then will certified their stamp on the degree or copy.

- Apostille is not recognized in China. It should be Authentication instead of Apostille

Step III:

Take it or send to the nearest DFAT for authentication. Check details here. Department of Foreign Affairs and Trade DFAT office: <http://smartraveller.gov.au/services/legalising-do...>

Other Countries

- This is normally handled by the state/federal government. Call/email/search internet for clarification.
- Contact your university and ask if they can help you understand the process. [Sample letter](#).