

# International American University

*Office of Student Services*

## IAU | AUTHENTICATION REQUEST FORM

International American University provides to our students authentication of their Statement of Completion. IAU are able to process authentications for one or more government office. For third parties requesting authentications on behalf of the student, please note that a separate authentication request form will be needed for each student.

## IAU | AUTHENTICATION PROCESS

### STEP 1: REQUEST/PROVIDE DOCUMENTS

Upon receiving this request, IAU will produce a Statement of Completion. This document

### STEP 2: LOCATIONS/GOVERNMENT OFFICES/ CONSULATES

Typically, IAU will send the document to three standard locations in order to get authenticated with available consulates or embassies of your choosing:

1. Local notary (CA)
2. California Secretary of State (CA)
3. *Consulate of your choice (optional)*
4. United States Department of State (WA)
5. *Embassy of your choice (optional)*

### STEP 3: FEES & TIMING

For each document, we charge \$50.00 per standard location. Fees for each consulate/embassy is subject to change as each location varies in amount. The authentication process is quite time consuming. Sending your document to each location will take approximately 28 days here and back. Please keep in mind that these documents will be returned to you after the documents have returned from ALL of the locations requested.

### STEP 4: DAMAGED DOCUMENTS

Please keep in mind that the handling of these documents on our behalf will be safely sealed in an envelope which will protect the documents. However, sending these documents to many locations may wear out the document's quality and not look as newly printed. We are not responsible and will NOT reprint and reauthenticate documents due to this complaint.

Complete this form. Once completed, print it, sign, and date. Submit this application to the Office of Student Services. Fees will be collected after a brief consultation with the Office of Student Services. If you have any questions regarding this section, please contact the Office of Student Services at (323) 938-4428 or email us at [ssv@iau.la](mailto:ssv@iau.la)

1) PLEASE FILL OUT THE FOLLOWING AREAS:

**LEGAL NAME:** \_\_\_\_\_  
FIRST NAME MIDDLE NAME LAST NAME

**MAIL DOCUMENTS TO:** \_\_\_\_\_  
STREET APT# CITY STATE POSTAL CODE

**TELEPHONE #1:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_ **ARE YOU A FORMER IAU STUDENT?**  
MAIN @XXX.com IF SO, WHAT IS YOUR STUDENT ID #?

**DOB:** \_\_\_\_ - \_\_\_\_ - \_\_\_\_ **PROGRAM OF STUDY:** \_\_\_\_\_

1) PLEASE SELECT WHICH DOCUMENTS YOU WOULD LIKE AND WHICH LOCATIONS YOU WOULD LIKE THEM SENT TO:

- Local Notary (CA)
- California Secretary of State (CA)
- United States Department of State (WA)
- Consulate of choice: \_\_\_\_\_
- Embassy of choice: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE DATE

*****FOR OFFICE USE ONLY*****	
REQUEST RECEIVED BY:	DATE: