

## Preparing Documentation for Your Home Country

Several alumni have asked for certifications and verifications beyond the issuing of diplomas and transcripts in order to work in their home countries, especially Brazil, Mexico, and Peru. Based on these certifications, we recommend the following:

### While taking classes

1. Ask your advisor for the year of the Bulletin that determines your program. Keep an electronic file of this Bulletin with the front matter, the degree requirements for your major, and the course descriptions for your major.
2. Keep copies of course syllabi, either electronically or on paper.

### **For Graduate Students**

1. Request a notarized copy of your Program for Master's Degree (M-1) or Application for Candidacy (D-3) notarized from the Graduate School.

### After Graduation

#### **Get your documents Notarized at UMSL**

1. Request that your diploma be notarized in the Registrar's office
2. Request that your graduate certificate be notarized in the Graduate School
3. Request a notarized copy of your transcript from the Registrar

#### **Obtain an Apostille**

Note: There is a \$10 fee per document

Mail your documents to:

Commissions  
Secretary of State's Office  
600 West Main, Room 322  
Jefferson City, MO 65101

A letter stating what country the documents will be sent to and an address and phone number should be included with the documents.

For more information go to: <http://www.sos.mo.gov/business/commissions/certify.asp>

#### **Certification from your Embassy**

Your documents will then need to be certified at an embassy or consulate for your home country.