

## 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 250 STUDENT UNION FOR ADDRESSES AND PHONE NUMBERS).

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

<http://commencement.okstate.edu/Diplomas>

**Note:** The charge to issue a new diploma is \$35.00. Diplomas to be sent overseas require an e-ship account.

***THIRD STEP:*** Diploma and transcript should be sent to the following address, along with a stamped return address envelope and a fee (money order or cashiers check). The fee will depend on your home country.

The address is:                    Secretary of State  
    2300 N. Lincoln Blvd.  
    101 State Capitol  
    Oklahoma City, OK 73105

It is recommended that before sending the document you call the Secretary of State at 405-521-4211 to confirm the charges. 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.