



Office of the Registrar
 Certification Services
 7380 W Sand Lake Rd Suite 500, Orlando, FL 32819
 Tel: 407.801.5140
 Web: www.americanhigh.us E-mail: info@americanhigh.us

INTERNATIONAL AUTHENTICATION REQUEST

Additional authentication may be required for university academic documents that will be used abroad. The Registrar's Office prepares your notarized documents to attest to their validity, which may be a diploma (original or copy submitted by student), an official transcript (submitted by student), or an official verification.

Verification requests submitted using this form are normally completed by the registrar within 5-30 business days.

Shipping of documents may require *WEEKS* if sent *Internationally*. **All certification fees must be paid in advance and are nonrefundable.**

Do not submit fee payment without first verifying your academic and financial standing with the Registrar's Office!

Please note that this form will not be processed if there are any financial holds on the student record.

Student Name: _____

Last Name

First Name

Middle Initial

ID Number: _____

Date of Birth: _____

(mm/dd/yyyy)

E-mail: _____

Telephone: _____

Number of Authentications Requested:

Processing Fee (Flat fee)	= \$	120
Diploma _____ x \$30.00 each	= \$	_____
Transcript _____ x \$30.00 each	= \$	_____
Verification _____ x \$30.00 each	= \$	_____
Shipping (Flat Fee)	USA= \$	35
	International= \$	260
Total	= \$	_____

Do not submit fee payment without first verifying charges with Registrar's Office Certifications Services.

(Submit credit card or cash payment in person at Cashier's Office or fax credit card authorization form on next page.)

Signature: _____ Date: _____

Hold for **pick up** Mail to **Address** _____

Registrar Use Only: Payment Receipt _____ Notarized By _____ Released By _____ Release Date _____

Fraudulent use of an academic record is a violation of Commonwealth and Federal Statutes.