

Apostille Information

If you require an Authentication Certificate (Apostille) for your diploma and/or transcript, our office can supply a notarized letter that attests to the authenticity of your Scripps documents. General information on obtaining an Authentication Certificate in California can be found on the California Secretary of State website.

To obtain the materials you need from us for your Authentication Certificate:

1. Send an email to registrar@scrippscollege.edu to start the process.
2. If you need a copy of your diploma notarized, include a scanned copy of your diploma in your email to us. If you do not have your diploma, you will need to request a replacement diploma. Allow 6-8 weeks to receive a replacement diploma.
3. If you need a copy of your transcript notarized, you may order one through **Parchment**. Be sure to select “Paper Transcript – Pickup” as the delivery method.
4. Include instructions on how you would like us to issue the documents. If you want them mailed, please provide the name and full postal address of your recipient. If you want to pick up your documents in person, let us know if you will pick them up yourself or the name/organization of the third party that will pick them up for you. If you are not able to find a proxy, you can search for an Apostille Service online; we do not recommend any specific services.

We will issue the documents to you or to your proxy with the notarized letters attached, or mail them to the address you specify. You or your proxy may then convey the documents to the California Secretary of State to obtain the Authentication Certificate. Upon receipt of all the necessary documents and information, we are normally able to complete our portion of the process within five business days.

Contact:

Office of the Registrar

Scripps College
1030 Columbia Ave.
Claremont Ca. 91711

Phone: (909) 621-8273
Fax: (909) 607-9598
Email: registrar@scrippscollege.edu

Campus Location:

Balch Hall
Room 121