



Office of the Registrar

Apostille Procedure

1. The graduate should make a deposit for the Apostille fee using one of the following payment methods:
 - a. Cash deposit at the Cashier's office located in the Student Success Center
 - b. Bank deposit or transfer to ALPHA BANK account no. 112002002000098 / IBAN GR3401401120112002002000098. Alumni must make sure that the word APOSTILLE and his/her FULL NAME are included in the description of the bank receipt. The bank receipt must then be sent via e-mail to akyriakopoulou@acg.edu. If you have any questions or need assistance, please contact the Cashier's Office at 210-6009800, ext. 1404

APOSTILLE COSTS FROM MARCH 1, 2017 UNTIL MAY 31, 2017 (paid to the College on behalf of NEASC)	
1 Apostille (one diploma or one transcript)	48 €
2 Apostilles mailed to the same address (an apostille certification for a diploma and transcripts are considered 2 documents)	54 €
3 Apostilles mailed to the same address	59 €
4 Apostilles mailed to the same address	65 €
2 Apostilles mailed to two different addresses	95 €

2. The graduate should provide us with their original degree and fill in the Apostille Order Form of NEASC.
3. We will certify a copy of the degree and/or the official transcript with our College seal and send it to the New England Association of Schools and Colleges (NEASC), under which DEREЕ is registered.
4. As soon as NEASC receives the document(s) from our College (approx. 10 days), they will undertake to obtain the Apostille through the Secretary of the State of Massachusetts and return it to the graduate's address.

For information regarding the status of your request after this stage, you may contact NEASC directly:

- **Subject:** Apostille
- **To:** Sara Hart (shart@neasc.org)