

Checklist for Convalidation Process

- Review all of the requirements and steps below carefully. Contact EF or CES Numen if you have questions once you have reviewed the material.
- Requirements for students – completed once academic year is over and grades are ready
 - **Official School Transcript** (collect 2-3 copies), signed by a school official and possessing an official school seal. These documents should not be in a sealed envelope.
 - **Letter of Convalidation** (see “Sample” document for example – collect 2-3 copies), signed by a school official and possessing an official school seal. These documents should not be in a sealed envelope.
 - First, the Official School Transcript and Letter of Convalidation must be notarized by a notary public, per Secretary of State requirements to receive the Apostille of the Hague in your state.
 - Next, one original of each document must receive the Apostille of the Hague from your Secretary of State.
 - Once complete, these documents should be sent to or given to CES Numen in Madrid, Spain.
- Find your Secretary of State website and review the requirements to receive the Apostille of the Hague
 - If you cannot find your Secretary of State website, you can search for it online using the search “State name + Secretary of State”. Once on the website, search for “Apostille”.
 - Please make sure that it is an official government website.
 - Find out the cost of the Apostille in your state. You will need one Apostille for each document that you take or send to the Secretary of State so should pay for at least 2 Apostilles (one for your Official School Transcript and one for your Letter of Convalidation).
 - Find out what type of notarization your state requires.
 - Determine if you will be able to go in person or will need to mail your documents to the Secretary of State. Most students will need to complete the process by mail.
 - The website will usually say how long the process takes by mail, or if you need an appointment to get the Apostille in person.
 - The website will have contact information for further questions pertaining to your state’s requirements.
- Speak with your school and your school guidance counselor or other school official
 - Ask who should be your main point of contact at the school for the convalidation process.
 - Find out when your final grades and Official Transcript will be available. Coordinate with your IEC and/or host family to assist you in completing this process.
 - *Remember: the convalidation process is your responsibility – not the responsibility of your school, host family, or IEC – so it is very important that you coordinate as much as possible.*
 - Find out if there is a notary public at your school or if you will need to go somewhere else such as a bank or post office if your state requires a notary public. (If your state requires a county clerk, this will be an additional step)
 - Let your school contact know that you would like three copies of your Official School Transcript (not in a sealed envelope) and that you would like them to sign two-three copies with a school seal, as well as sign three copies of your Letter of Convalidation with a school seal.

- Prepare all documents
 - It is your responsibility to prepare the needed Letter of Convalidation. If you are struggling or have questions, ask your host family, IEC or EF for help.
 - Make sure your letter includes your name and academic year, a section for your courses, grades and credit hours, and any explanations you need (no diploma, course exceptions, block scheduling, etc.). The letter should also include an explanation sentence for COVID-19, depending on your specific school/grading situation. Please reach out to EF or CES Numen for specific examples if needed.
 - Your letter must clearly state that you successfully completed the academic year of the grade level you were enrolled in – this is the most important phrase.

- If mailing your documents to Secretary of State for Apostille, research all necessary materials
 - For mailing documents in, some states require a completed form printed request from their website or a cover letter. Follow your state's instructions from the Secretary of state website to complete this form or cover letter.
 - All states have a fee per Apostille requested. You need one Apostille per document so should expect to pay at least 2x the fee.
 - Make sure you have valid payment – the state will mention their preferred method of payment.
 - Prepare envelopes for mailing the documents to the Secretary of State and include an envelope for the Secretary of State to mail the documents with the Apostille back to you.
 - Certified mail or FedEx is best so that you are informed when the envelopes arrive and are mailed back to you.
 - Include contact information of someone in the US in case there are problems. This could be your host family, IEC or EF.

- Once your academic year is complete and grades are ready, your school should complete the prepared documents with a signature and seal.
 - Remember to request 2-3 copies of your Official Transcript and 2-3 copies of your Letter of Convalidation. Remember these must each be signed (not photocopied) by a school official and have a school seal, as well as be notarized per your Secretary of State requirements.
 - If your school does not have a notary public, or county clerk is required, you will need to plan for this with your host family and/or IEC.

- Take documents or have them mailed to Secretary of State for Apostille
 - Send one set of your signed and notarized Official Transcript and Letter of Convalidation to Secretary of State per your state's instructions or take them in person.
 - If you cannot complete this process before you return home, ask your host family, IEC, school contact, or EF for help organizing it.
 - Be sure to include payment, clear mailing information and any required cover letter.
 - The remaining sets of your signed and notarized Official Transcript and Letter of Convalidation should be mailed to you in Spain.