

APOSTILLE REQUEST FORM

The Hague Apostille is a document that verifies the authenticity of the document it accompanies. Physically it is an independent sheet that is attached to a document and that shows the signature and seal that guarantees its legality. This simplified method of legalisation was introduced by the “Hague Convention” on October 5th, 1961.

SAERA will notarise and make available the Apostille process to students who need to certify a Diploma, Expert Certificate or Master Certificate.

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PAYMENT	
The cost for the Apostille service is 90€ and it will include a hard copy of the certificate obtained upon completion of a programme in SAERA. All payments are due in advance in the form of online payment (link bellow) or bank transfer; requests will not be processed until payment is received.	
<input type="checkbox"/> SAERA SHOP	You can make the payment through our online shop using your credit card. >> Go to shop and make the payment for the apostille
<input type="checkbox"/> Bank transfer	Bank account: ES37 0049 1078 1626 1062 1943 Bank Address: Banco Santander, Av/Rey Don Jaime 39, Branch 1078, PC 12001, Castellón, Spain SWIFT/BIC Code: BSCHEMM Account holder: SAERA (School of Advanced Education, Research and Accreditation, S.L.) Reference: “Apostille - Name and Surname”

DELIVERY		
By default, SAERA will send your diploma to the mailing address indicated in this form. Students would be responsible for any additional shipping charge if the certificate is sent a second time as a result of providing a wrong postal address.		
Mailing address: Make sure to provide a valid postal address.		
Recipient Name:		
Street name and house/building number -		
City	State/Province/Region	Postal code
Country	Phone number (with country code)	

Note: If you request a hard copy of your certificate, it will not be possible to request the digital copy and vice versa.

Please select the checkbox to acknowledge that you authorise the release of your academic documents and request SAERA to provide the Apostille service