

## **2024-25 ACADEMIC YEAR**

### **FALL SEMESTER**

### **APOSTILLE PROCEDURES**

#### **WHAT IS APOSTILLE PROCESS ?**

- It is the certification process for legally ensuring the authenticity of a document in European Countries and America.

#### **WHO SHOULD APPLY FOR THE APOSTILLE PROCESS?**

- It is done by graduates who will continue their education or business life abroad.

#### **WHAT ARE THE DOCUMENTS REQUIRED FOR APOSTILLE PROCESSES?**

- Passport / ID photocopy
- Document to be apostilled (Diploma, transcript etc.)
- You need to send your application with the Graduation Application form to the address of [mezuniyetislemleri@emu.edu.tr](mailto:mezuniyetislemleri@emu.edu.tr).

#### **IN HOW LONG ARE THE APOSTILLE PROCESSES COMPLETED?**

- Apostille procedures are completed within 3 weeks at the latest after the diploma procedures in the TRNC are completed.

#### **ARE APOSTILLE PROCESSES CHARGED?**

- Apostille transactions are paid. Fees vary according to the number of documents to be processed. (For fee information, please refer to the address of [graduationislemleri@emu.edu.tr](mailto:graduationislemleri@emu.edu.tr))

#### **FOR WHICH DOCUMENTS IS THE APOSTILLE PROCESS DONE?**

- Diploma, Transcript etc. are made for all documents.

## **FOR WHICH COUNTRIES IS THE APOSTIL APPLICABLE?**

- See the list below for countries included in the Apostille.

1- Albania	31- Greece	61- Poland
2-Andorra	32- Honduras	62- Portugal
3- Argentina	33- Hungary	63- Republic of Korea
4- Armenia	34- Iceland	64- Republic of Moldova
5- Austria	35- India	65- Romania
6- Australia	36- Ireland	66- Russian Federation
7- Azerbaijan	37- Israil	67- Saudi Arabia
8- Belarus (Belarus)	38- Italy	68 - Serbia
9- Belgium	39- Japan	69 - Singapore
10- Bosnia and Herzegovina	40- Kazakhstan	70 - Slovakia
11- Brasil	41- Latvia	71 - Slovenia
12- Bulgaria	42- Lithuania	72 - South Africa
13- Burkina Faso	43- Luxembourg	73- Spain
14- Canada	44- Malasia	74- Suriname
15- Chile	45- Malta	75- Sri Lanka
16- China.	46- Mauritius	76- Sweden
17- Costa Rica	47- Mexico	77- Switzerland
18- Croatia	48- Montenegro	78- Thailand
19- Cyprus	49- Mongolia	79- Tunisia
20- Czech Republic	50- Monaco	80- Ukraine
21- Denmark	51- Namibia	81- United Kingdom
22- Dominican Rep	52- Netherlands	82- U.S.A
23-. Equator	53- New Zealand	83- Uruguay
24- Egypt	54- Nicaragua	84- Uzbekistan
25. El Salvador	55- North Macedonia	85- Venezuela
26- Estonia	56- Norway	86- Vietnam
27- Finland	57- Philipines	87- Zambia
28- France	58- Panama	
29- Georgia	59- Paraguay	
30- Germany	60- Peru	

## **HOW CAN I START THE APOSTILLE PROCESS?**

- Step 1: Login to your portal.
- Step 2: In order for automatic payment to be opened, you must first fill in the Graduation Application Form. Fill in the Information Found.
- Step 3 : The application form you have filled in is [mezuniyetislemleri@emu.edu.tr](mailto:mezuniyetislemleri@emu.edu.tr) send it to your address.
- Step 4 : After your application is entered into the system, the "online" payment opened on your portal make your payment from.
- Step 5 : After your payment is processed in the system within 24 hours, for Apostille Transactions Your application will be received.