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Checklist: studying abroad

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1. Before you start, ask the recipient

- Ask for the document list in writing, or for the official page that lists it.
- What does a Georgian document need: an apostille or consular legalization?
- Who must translate: is a translation notarized in Georgia accepted, or do they need a sworn translator in their country?
- How old may the documents be? Some bodies accept only documents issued in the last 3-6 months.

2. Documents that are most often requested

- [ ] School certificate or diploma, with the supplement or transcript. You apply for the apostille at a Public Service Hall and the National Center for Educational Quality Enhancement decides. apostille possible
- [ ] Birth certificate. apostille possible
- [ ] Passport. no apostille
- [ ] Bank statement or sponsor letter. A private document: it needs a notarized translation. no apostille
- [ ] Motivation letter, references and CV. Usually only a translation is needed, without certification, unless the university asks otherwise.
- [ ] Language certificate. Usually submitted in its original language.
- [ ] Criminal record certificate and medical certificate, if a student visa requires them. apostille possible

3. The right order

1. Get the document from the issuing body.
2. For a Hague Convention country: an apostille on the original. For other countries: legalization (the Agency, then the Ministry of Foreign Affairs, then the embassy of the destination country).
3. Translation, including the apostille or legalization stamps. Names follow your passport.
4. The notary certifies that the translator's signature is genuine.

> An apostille cannot be placed on a notarized translation or a notarized copy, so the apostille always comes before the translation.

4. Timing

- Apostille at the Public Service Development Agency: on the 8th, 4th or 2nd working day, or the same day.
- Apostille on an educational document: 8, 4 or 2 working days.
- Apostille on a document of the Ministry of Internal Affairs Service Agency, such as a criminal record certificate: 5 working days, or 1 when expedited.
- Legalization timing depends on the embassy.
- Our translation and notarization: 1 working day, or 1-2 hours with express for orders received during working hours.

How we help

Send us a photo of the document: we check whether it can get an apostille, tell you the right order, and carry out the translation and notarization. Files are deleted from our server within 30 days.

This list is a guide. The recipient always has the final say. State timelines: sda.gov.ge and sa.gov.ge.