**AIAA Stamping Procedures**

**MATERIALS REQUIRED:**

1. Copy of the school's governmental licensure or approval.
2. Completed School Contact Information Form.
3. Completed Student Information Form (add additional rows as needed).
4. Copy of the twelfth grade student enrollment document stamped by
the school and ministry.
5. Original document (transcript, diploma) submitted for AIAA stamping, stamped with the school’s seal.
6. Digital file (e.g. CD, USB, etc.) of school information and copies of all documents (transcripts and diplomas) to be stamped.
7. Provide a self-addressed envelope if documents are to be returned by mail.
8. Copy of receipt for paid stamping fees. Stamping fees can be paid on-line at:

*[www.aiaasc.com/stamping-fees](https://www.aiaasc.com/stamping-fees)*

NOTE: *The school should keep at least one copy of stamped diplomas and transcripts in the students’ files.*

# **Upon receipt of the required materials,AIAA will authenticate, stamp and return the document(s) within 30 days.**

**SCHOOL CONTACT FORM**

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| **SCHOOL INFORMATION** |
| Name of School: |  |
| Mailing Address: |  |
| Phone: |  |
| Fax: |  |
| E-mail: |  |
| **DIRECTOR’S INFORMATION** |
| Name of School Director: |  |
| Cellular: |  |
| E-mail Address: |  |

**STUDENT INFORMATION FORM**

| Name of School: |  | *Number of Original/ Duplicate Transcripts**or Diplomas* |
| --- | --- | --- |
| **First and Last Name** | **Date of Birth**YYYY/MM/DD |
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