

## Certification, Authentication and Verification of Documents (CAV)

Certification, Authentication, and Verification (CAV) is the official and formal processes and acts of checking, reviewing, and certifying the genuineness and veracity of available academic records of a learner duly performed by the Commission on Higher Education and the Department of Foreign Affairs.

Provided that complete requirements are submitted by the student/alumni, the CAV requests will be subject to the following lead times and fees:

CAV Type	Lead Time	Fees*
CHED authentication	15 working days	Php 1,550
CHED and DFA authentication/apostille (regular)	26 working days	Php 1,950
CHED and DFA authentication/apostille (express)	18 working days	Php 2,150

\*Inclusive of Transcript of Records and Certified True Copy of Diploma

Processing times exclude Saturdays, Sundays, Holidays and may be affected by work suspensions due inclement weather, COVID situation, and fortuitous events.

For Juris Doctor and Laguna-based students with ID 112 or below, DLSU shall only produce, and release requested documents with an Endorsement letter. The documents must be submitted **by the student** to LEB or CHED Region IV-A, respectively, for authentication. DFA appointment procedure shall apply if an apostille is required.

Should the student agree to the aforementioned conditions, please access the [Google form](#) to proceed request, upload requirements including a scanned copy of the diploma, and pay assessed fees.

A tracking number will be emailed once documents are released to the courier for delivery to the student's designated address.