

Document Procedure

Dear Alumni,

You may request documents for a variety of reasons (taxes, military service, at the request of an employer, university registration, etc.).

Please find below the necessary information:

- A. Procedure and delivery time**
- B. Documents provided and fees**
- C. Legalization of documents with an apostille (not provided by EHL)**
- D. Translation of documents (not provided by EHL)**

A. Procedure and delivery time**1. Procedure :**

- Please fill out the form on the previous page.
- If you ask for more than 2 copies of the same document, you will receive an invoice with the School's banking details. It will also be possible to pay by credit card.
- As soon as we have confirmation of your payment, the document will be sent to you either by email, post or TNT (TNT fee is at your expense). In which cases would you like to receive the documents in paper format, the documents sent in Switzerland and in Europe are sent by standard post and supported by the EHL. **For documents to be sent outside Europe, shipping costs will be charged by TNT upon receipt of the document.**

2. According to the type of request, please allow at least 2 days to 2 weeks delivery time.

B. Documents provided and fees

The first two requests of the same document are free, as of the third request, the document will be charged according to the fees below:

- **Certificate of Studies:** provides information on student's name, date of birth, place of origin, the programme followed, the dates and whether or not the student received a Diploma. A student can ask for his ranking and if he received an honourable mention.
CHF 30.-
- **Transcript / Grade Report certified by the School:** indicates the student's results throughout the study period.
CHF 30.-
- **Copy of a Diploma HES-SO or EHL certified by the School**
CHF 50.-

C. Legalization of documents with an apostille

The Ecole hôtelière de Lausanne is **not responsible for authenticating documents** (apostil procedure).

Your diploma, or other EHL-related documents, may need to be certified for it to be recognized in other countries.

The "legalization" of a document consists in attaching an apostil to it, which authenticates it.

To have your documents certified, please go to the offices of the Direction générale de l'enseignement supérieur ([DGES](#)) with your originals. If you are not in Switzerland you can e-mail the DGES at info.dges@vd.ch.

Once your document has been authenticated by the DGES, it is sent to the Préfecture of the Vaud canton (for [countries](#) that have signed the Hague Convention), which is responsible for legalizing the document (stamping it with an "apostille"). Your document will be sent to you along with an invoice for **CHF 25.-**

Warning: for non-signatories of the Hague Convention (Apostille Convention), an extra step is required. Once you have the apostille from the Lausanne prefecture, you must contact the Federal Chancellery in Bern, which will check the document and officially certify it. The procedure to follow is available in PDF format by going to the [Chancellery's website](#) by clicking on "**Legalizations**" (at top-right of homepage) and then at the bottom of the next page by clicking on "Factsheet for the certification of documents by the Federal Chancellery".

D. Translation of documents

The Ecole hôtelière de Lausanne is **not responsible for the translation of documents**.

In order to translate a document you can click on the link below which will direct you to the website of the Association of Sworn Translators (ASTJ).

<http://www.astj.ch/#null>

On this site, you will find exclusively professional translators authorized by Swiss official authorities to bear the title and to perform the function of translator juror, namely to carry out translating requiring a certification of conformity attested by the affixing of a seal wearing the coat of arms of the State.