

## Study Abroad Coordinator Guide

FBI Background Check Apostille Service for Your Students

### The Problem Your Students Face

Many countries require an apostilled FBI background check for student visas. The standard mail-in process takes 5 to 12 weeks, which rarely aligns with program deadlines. We solve this with 7 to 10 business day processing by personally walking documents into the U.S. Department of State in Washington, D.C.

#### EASIEST OPTION

##### Share the Link

- ✓ Send students a link to our online form
- ✓ Students submit and pay on their own (\$120)
- ✓ Each student gets a tracking link instantly
- ✓ Zero work for your office
- ✓ 2-day return shipping included
- ✓ Students can share with classmates

##### Link for students:

[fingerprintsandapostilles.com/apostilles/order](https://fingerprintsandapostilles.com/apostilles/order)

#### FULL CONTROL

##### Partner Program Portal

- ✓ Submit on behalf of your students
- ✓ Cohort tracking: every student's status
- ✓ Batch submissions for volume pricing
- ✓ White-label emails branded to your program
- ✓ Free setup, no contracts, no minimums
- ✓ \$120 first, \$95 each additional (up to 10)

##### Sign up:

[partners.fingerprintsandapostilles.com/signup](https://partners.fingerprintsandapostilles.com/signup)

### Ready-to-Paste Blurb for Your Pre-Departure Materials

FBI Background Check Apostille: If your destination country requires an apostilled FBI background check for your student visa, submit it online at [fingerprintsandapostilles.com/apostilles/order](https://fingerprintsandapostilles.com/apostilles/order). Documents are personally walked into the U.S. Department of State in Washington, D.C. for 7 to 10 business day processing. 2-day return shipping is included. \$120 per document. Start at least 4 to 6 weeks before your visa deadline. Questions? Email [support@fingerprintsandapostilles.com](mailto:support@fingerprintsandapostilles.com) or call (571) 384-4491.

### Recommended Timeline for Students

- **6+ weeks before deadline:** Get FBI background check (30-min results at our VA locations, or any livescan provider)
- **4+ weeks before deadline:** Submit FBI background check to us online (5 minutes, tracking link issued instantly)
- **7 to 10 business days:** We walk the document into the Department of State in D.C. for processing
- **2 days after processing:** Apostilled document shipped directly to the student (2-day shipping included)

*Students do not need to be in Virginia. Anyone in the U.S. can submit their FBI background check online and receive their apostilled document by mail.*