

Apostille Instructions for Diploma, Official Transcript, and/or Enrollment Verification

Brandeis University's Office of the Registrar will authenticate, notarize, and send your document(s) to the Secretary of the Commonwealth of Massachusetts' Office to receive the apostille. The Secretary of the Commonwealth's Office will then mail the documents to the address on the envelope you provide.

Directions

Complete this form and include a money order or check for the apostille fee. Apostilles are available at a cost of six dollars (\$6.00) per signature to be certified. You also must include a pre-paid and addressed envelope in order for your documents to be mailed to their intended destination.

Name: _____

Sage ID (or the last four digits of your Social Security Number): _____

Contact Phone Number: _____

Contact Email: _____

Diploma

Please provide the apostille service for my diploma.

My original diploma is enclosed.

I need to order a replacement diploma. My diploma replacement request form (<http://www.brandeis.edu/registrar/diplomas/replacement-diplomas.html>) is attached with the appropriate fee.

Transcript

Please provide the apostille service for my transcript.

My transcript request form is attached (<http://www.brandeis.edu/registrar/forms/docs/forms/TranscriptRequest.pdf>).

Enrollment Verification

Please provide the apostille service for my enrollment verification letter.

All Apostille Services

I have included a letter to the Secretary of the Commonwealth identifying which country my documents will be used in, and the purpose of my documents.

I have included a check made payable to the *Commonwealth of Massachusetts*.

Prepaid mailer addressed to you or the intended recipient to be used by the Secretary of the Commonwealth's Office.

Signature: _____ Date: _____

For Internal Use Only

Processed:

Date: