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 Number (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: