



APOSTILLE REQUEST–DIPLOMA

The Bloomington Office of the Registrar will process apostille requests for Indiana University Bloomington diplomas upon request. After completing this form and providing a signature where required, send this form along with all the checklist items and documents to be notarized to the address at the bottom of this form; or, use the Student Central Secure Contact Form (Topic: Diploma Question) to submit this form and checklist items electronically if not using an original diploma or stamped envelope.

An apostille will not be issued if you have a hold on your record from the Dean of Students. If you are not a current student and do not have access to view your holds, please contact Student Central at 812-855-6500 to have a Service Representative verify that you do not have holds which would prohibit a diploma apostille from being issued.

Please note: Your physical, hand-written signature is required before your diploma can be issued. Print this completed form, sign it, and submit it by mail to our office, or scan it and submit it via the Secure Contact Form, before we can begin processing your request. We are unable to accept electronic signatures (e.g. DocuSign) at this time. Email any questions to diploma@iu.edu.

STUDENT/REQUESTOR INFORMATION:

Student name

Student signature

Address

Telephone number

10-digit University ID or last 4 digits of Social Security #

Email address

PLEASE CHECK ALL THAT APPLY:

- I have enclosed one or more original diploma(s), for your office to notarize.
I need to order a duplicate diploma from your office to be notarized. I have placed the order online.
I have enclosed one or more photocopies of my original diploma(s) for your office to notarize.
I have enclosed a stamped envelope required by the Secretary of State. The envelope includes the address to which the Secretary of State needs to mail these documents once they have attached the apostille.
I am requesting the Secretary of State use express delivery instead of a stamped envelope and (select one):
I have provided a prepaid shipping label. (Must be UPS, FedEx, or DHL.)
I have ordered express delivery along with my duplicate diploma order online.
I would like to purchase express shipping through the IU Bloomington Office of the Registrar. (A payment link will be sent to the email address provided above.)

I have indicated the country requesting the apostille. Country Name: _____

MAIL THE COMPLETED REQUEST FORM, CHECKLIST ITEMS, AND DOCUMENTS TO BE NOTARIZED TO:
ATTN: Diploma Apostille Processing
408 N. Union Street
Bloomington, IN 47405-3800

Or submit securely through the Student Central Secure Contact Form if not using an original diploma or stamped envelope. Select topic: Diploma Question.