

APOSTILLE REQUEST - Transcripts

*Transcript and Certification Services will process apostille requests for Indiana University transcripts upon request. After completing this form and providing a signature where required, mail this form along with all the checklist items and documents to be notarized to the address at the bottom of this form. ****We do not notarize copies of PDF transcripts*****

Apostille requests for transcripts is a service that is available by mail only. Walk-ins are not accepted. Please allow 2-5 business days to process your request in our office. An apostille will not be issued if you have a hold on your record from the Office of the Bursar, Dean of Students/Greek Housing, or Student Loan Administration.

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 an original transcript(s), which I previously requested, for your office to notarize. ****We do not notarize copies of PDF transcripts****

I have ordered my official transcript(s) online by selecting the "Order by Fax or Mail" option. Enclosed is the required signed authorization page from that order.

I have enclosed a postage paid envelope(s) required by the Secretary of State. The envelope(s) includes the address which the State needs to mail these documents once they have attached the apostille to the notarized documents.

I am requesting that the Secretary of State use FedEx delivery and have provided a prepaid shipping label.

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

Mail the completed request form, checklist items, and documents to be notarized to:

Transcript & Certification Services
ATTN: Transcript Apostille Processing
400 E 7th Street
Bloomington, IN 47405