



University Registrar's Office  
8 Ashburton Place, Boston, MA 02108

## Apostille Process Request Form

An Apostille is a certification issued by the Commonwealth of Massachusetts that verifies the authenticity of a public document being presented to a foreign country that is a signatory to the Hague Convention of 1961. The Office of the Registrar will authenticate, notarize and make available the Apostille process to students who need to certify a diploma and/or an official transcript.

### Personal Information

Name: \_\_\_\_\_  
Last First Middle Initial

Student ID: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

### Apostille Information

Documents to be Apostilled:

- Diploma** - Complete and attach the Duplicate/Replacement Diploma Request Form.
- Transcript** - Submit official transcript request via [www.getmytranscript.com](http://www.getmytranscript.com), and attach receipt.

This Suffolk University document is being authenticated for which country: \_\_\_\_\_

### Payment and Delivery Options

The cost for the Apostille service is \$25.00, plus the cost of the transcript (\$5.00 per copy) and/or replacement diploma (\$10.00 per copy). All payments are due in advance in the form of [online payment](#), cash, check or money order; requests will not be processed until payment is received. The Apostille process is provided on the 1st and 15th of each month.

**Form of Payment:** \_\_\_\_\_

**Delivery Method:**  Pick Up  Mail – Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you have any questions, please contact the Office of the Registrar at 617-557-2010 or at [uro@suffolk.edu](mailto:uro@suffolk.edu).

Student Signature (Required): \_\_\_\_\_ Date: \_\_\_\_\_