

## 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.*

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### STUDENT/REQUESTOR INFORMATION:

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Student name

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Student signature

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Address

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Telephone number

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

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Email address

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### 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 online / Signature request" 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 express delivery and have provided a pre-paid FedEx or UPS shipping label.

I have indicated the country requesting the apostille. Country Name: \_\_\_\_\_

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

Transcript & Certification Services  
ATTN: Transcript Apostille Processing  
400 E 7th Street, Box 29  
Bloomington, IN 47405