

Request for Certification of Diploma and/or Transcript for Hague Apostille Authentication

Student Name (print clearly)

Banner ID

I am requesting the following documents to be issued to the Secretary of the Commonwealth of Massachusetts for Hague Apostille authentication.

_____ copy/ies of my official BSU transcript*

_____ copy/ies of my diploma**

*Please include a check payable to Bridgewater State University in the amount equal to \$7 per transcript

**If you do not have your original diploma a replacement may be ordered for a fee of \$50.

These documents will be presented to authorities in the country of _____.

_____ I plan to pick up the documents and deliver them myself to the Commonwealth of Massachusetts for processing. Please call me at the following number when the document are prepared: _____.

_____ I would like the documents mailed to the Commonwealth on my behalf; I am providing a pre-paid, self-addressed envelope for the return of the documents to the following address:

CHECKLIST (please be sure to include the following, as appropriate):

_____ A check made payable to the Bridgewater State University in the amount equal to \$7 per transcript, if requesting transcript(s) and \$50, if you are requesting a replacement diploma.

_____ Your original diploma if one is to be processed for the Apostille and you are not requesting a replacement. Please include the address to which the original should be returned, if different from the destination of the documents being processed by the Commonwealth.

_____ A check made payable to the Commonwealth of Massachusetts in the amount equal to \$6 per document (total number of transcripts and/or copies of diploma), if not delivering documents yourself.

_____ A pre-paid, self-addressed envelope so that the documents can be returned to you, if not delivering the documents yourself.

Student signature

Date