



Apostille Process Request Form for

Boston University Office of the University Registrar will authenticate, notarize and make available the Apostille process for Diplomas, Transcripts, and Enrollment/Degree Certifications.

Please complete the form below. The cost for the Apostille service is \$30.00 for a single document (additional documents are \$6.00 each) plus the cost of the transcript and/or replacement diploma. There is no additional charge for enrollment /degree certifications. The Apostille process is provided on the 1st and 15th of each month.

Name: _____
Last First Middle

BUID/SS#: _____

Contact Information: Phone _____

E-Mail _____

Document Mailing Address: _____

This BU document is being authenticated for which country: _____

Diploma:

Please provide the Apostille process for my diploma

I am providing my original diploma

I would like to request a replacement diploma. My diploma request form is attached (Replacement diplomas require an additional two weeks for processing)

Transcripts:

Please provide the Apostille process for my transcript

My transcript request form is attached

Enrollment Certification:

Please provide the Apostille process for my enrollment certification

Degree Certification:

Please provide the Apostille process for my degree certification.

Apostille Service Payment Information:

I have enclosed a check for \$ _____

Please charge my credit card (AMEX, Visa, MasterCard, Discover) the amount of \$ _____.

Expiration Date: _____

Signature

Date _____

Please mail to:

Boston University
Office of the University Registrar
Diploma Department
881 Commonwealth Avenue 2nd floor
Boston, MA 02215
617-353-3604