

**APOSTILLE REQUEST - Transcripts**

*Transcript and Certification Services will process apostille requests for Indiana University transcripts upon request. ALL SECTIONS OF THIS FORM MUST BE COMPLETED. You may **mail** or **email** this form, along with all the checklist items, to the address at the bottom of this form. **\*\*We do not notarize copies of PDF transcripts\*\****

*Walk-ins are not accepted. Please allow 5-7 business days to process your request in our office and additional time for the Secretary of State to apply the apostille. 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:**


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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

You must indicate the country requesting the apostille (box one). Then check either the second **or** third box. You should order a paper transcript and choose the Express Delivery option (box two) OR if you are mailing in a paper transcript that you already have, you are required to provide your own UPS or FedEx shipping label (box three). The Secretary of State will use the shipping label to return the documents to you (or a third party).

I have indicated the country requesting the apostille: \_\_\_\_\_

**\*This information is required by the Secretary of State\***

I have ordered my official transcript(s) online by selecting the "Order Online / Signature Request" option and selected the "Express Delivery" when I placed my order so that the IU Transcript team will create a UPS shipping label on my behalf. Enclosed is the required signed authorization page from that order.

I have enclosed an original transcript(s), which I previously requested, for your office to notarize. I am providing my own pre-paid FedEx or UPS shipping label, and it is attached/enclosed.

**\*\*We do not notarize copies of PDF transcripts\*\***

**Return the completed request form and checklist items to:**

**transcripts@iu.edu OR**

Transcript & Certification Services  
ATTN: Transcript Apostille Processing  
517 E Kirkwood Ave, Von Lee 200  
Bloomington, IN 47408