

## APOSTILLE REQUEST

### Submission Instructions

1. Please print and complete this form in its entirety and email, mail, or fax to the Registrar's Office as listed above.
2. Upon review of your form, the IWU Registrar's Office will send you an email with a ShopSite payment link.
3. A ShopSite receipt will be delivered to you and the Registrar's Office, at which time the apostille will be sent.

### Student Information

|                  |  |
|------------------|--|
| Student name     | Student ID or Date of Birth  |
| Address          |  |
| Telephone number | What country will be using this apostille?                                     |
| Email address    | Country ID Number, State/Country of issuance<br>(for international requestors) |

**Apostille amount of \$50 includes original notarized diploma, transcript, processing, and mailing fees.**

- If additional items are required, please include document listing required items.
- An apostille will not be issued to students who have outstanding financial obligations with the University. Please contact the accounting office at Indiana Wesleyan University if you are unsure of your status or account balance.

**Name and Mailing Address of FINAL Destination for Documents - please allow 7 to 10 business days for processing with additional time for mailing.**

|                        |
|------------------------|
| Organization Name      |
| ATTN:                  |
| Address                |
| City / State / Country |

I authorize the Registrar's Office at IWU, Marion, IN, to process this request and send it to the name and address listed above.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_