



OFFICE OF THE REGISTRAR
Maxwell, suite 120
4201 S Washington Street
Marion, Indiana 46953
(765) 677-2131

APOSTILLE REQUEST

Please complete this form with your signature and submit by mail, email, or fax as listed at the bottom of this page. Please allow 1-2 weeks for arrival at final destination.

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.

STUDENT / REQUESTOR 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 (for international requestors)

Apostille amount includes original notarized diploma, processing, and shipping fees (\$40.00) \$ _____

Optional: Some requesting organizations require an official notarized transcript (\$5.00). \$ _____

If additional items are required, please include document listing required items. Total \$ _____

I have enclosed a total of \$ _____ to cover the above fees and optional transcript.

Please make check payable to **Indiana Wesleyan University**.

Payment made by credit card can only be submitted by FAX or phone (765-677-2131).

Name and Mailing Address of FINAL destination for documents:

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.

Student signature

Date

Mail, scan, or fax the completed request form, payment, and any additional documents to:
Indiana Wesleyan University, ATTN: Registrar's Office, 4201 S Washington Street, Marion, IN 46953;
Fax: 1-765-677-2662 | Email: registrar@indwes.edu