

REQUEST FOR APOSTILLE

Name _____

Birth Date _____

Graduation Year _____

Checklist:

**Not all governments / institutions require the same materials to be notarized (apostilled). It is your responsibility to know and provide all necessary documents to Lafayette College.

_____ **Transcript ordered (if transcript is needed)

_____ **Diploma Copy enclosed or already sent to Lafayette College (if diploma is needed)

_____ **Any other materials needed notarization enclosed (if needed)

The following are all required:

_____ Request for Legalization of Documents form enclosed (found at https://www.dos.pa.gov/OtherServices/Certifications_Apostilles/Pages/How-Do-I-Obtain-an-Apostille-or-Certification.aspx)

_____ Payment of \$15 **per document** in form of check or money order made payable to **Commonwealth of PA** enclosed

_____ Self-Addressed Prepaid Envelope enclosed

_____ This form (signed)

Lafayette College cannot process our portion if any necessary materials are missing. We will notarize your documents and mail all materials to Harrisburg, PA in order for the apostille process to be completed.

Signature _____ Date _____