

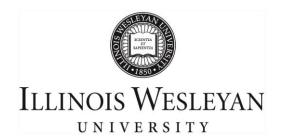
Apostille Instructions

If you need an Apostille on a <u>Diploma</u>, please submit the following to the Registrar's Office, Illinois Wesleyan University, P.O. Box 2900, Bloomington, IL 61702:

- 1. Request for replacement diploma with Apostille (opposite side).
 - a. Please include in your request how you want your name to appear on the diploma.
- 2. Check or money order made out to **IWU** for the diploma replacement **fee of \$25** for the normal processing time (three working days from the day we receive the request in writing) or \$35 for a rush order (same day we receive the request in writing).
 - a. We will then prepare the diploma, get appropriate signatures, notarize and send to the Secretary of State for the Apostille.
- 3. The Application for Apostille. You can find this at www.cyberdriveillinois.com.
 - a. Choose Departments, Index, Apostilles and Certifications, then click on "an Application for Authentication".
- 4. Separate check or money order made out to "Secretary of State" for \$2.00 for each document that you need the Apostille for.
- 5. Self-addressed, postage paid envelope addressed to yourself or wherever it needs to be sent.
 - a. For return postage fee, document will be mailed from Secretary of State Index Department: 17 N. State Street, Ste. 1010, Chicago, IL 60602.
 - b. Please note diplomas are 11"x14" so the envelope must be larger than that unless it's okay to fold the diploma.

If you need an Apostille on a <u>Transcript</u>, please submit the following to the Registrar's Office, Illinois Wesleyan University, P.O. Box 2900, Bloomington, IL 61702:

- 1. Request for transcript with Apostille (page 2).
- 2. Check or money order made out to IWU for the transcript fee of \$10
 - 1. We will then prepare the transcript, get appropriate signatures, notarize and send to the Secretary of State for the Apostille.
- 3. The Application for Apostille. You can find this at www.cyberdriveillinois.com.
 - a. Choose Departments, Index, Apostilles and Certifications, then click on "an Applicatoin for Authentication."
- 4. Separate check or money order made out to "Secretary of State" for \$2.00 for each document that you need the Apostille for.
- 5. Self-addressed, postage paid envelope addressed to yourself or wherever it needs to be sent.
 - a. For return postage fee, document will be mailed from Secretary of State Index Department: 17 N. State Street, Ste. 1010, Chicago, IL 60602.



Office of the Registrar

Diploma/Transcript request with Apostille (Please follow all instructions on page 1.)

Please select which document is needed w	rith Apostille:			
☐ Diploma (\$25 fee to IWU) ☐ Transcri	ipt (\$10 fee to IWU)			
Please list dates of attendance or graduation	on:			
If Diploma requested, Name to be printed	on diploma:			
Please complete the following:				_
Last Name	First Name		MI	
Maiden and/or prior names				
University ID# (if after 2005 entry)	Social Security #	(if before 20	005 entry)	
Current Address		City	State Zip	_
Phone # E	mail Address			•
Reason for document with Apostille:				
Cianaturo		Data		

Must be signature of student (or previous student) requesting document.