

## Apostille Instructions

**If you need an Apostille on a Diploma, 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.ilsos.gov/content/dam/publications/pdf\\_publications/i213.pdf](http://www.ilsos.gov/content/dam/publications/pdf_publications/i213.pdf).
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 Illinois Secretary of State Index Department: 160 N. LaSalle Street, Suite 100, Chicago, IL 60601.
  - 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 Transcript, 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 (opposite side).
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.ilsos.gov/content/dam/publications/pdf\\_publications/i213.pdf](http://www.ilsos.gov/content/dam/publications/pdf_publications/i213.pdf).
4. Separate check or money order made out to "**Secretary of State**" for **\$2.00** for each document that you need the Apostille for.
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