

## Apostille Request

Use this form to submit a request to the Office of the Registrar (OTR) for the facilitation of obtaining notarization and Apostille, certificate of office, or authentication of your student records. OTR can send your certified documents to their final destination.

DO NOT USE THIS FORM if you need to request a diploma, transcripts, or verification letter ONLY, and plan to obtain an Apostille on your own.

If there are additional documents required by the foreign entity that need to accompany your certified documents, you must submit them with this form. OTR will send a final package of documents to the foreign entity and everything required must be included when you submit your request for Apostille to OTR.

You must include payment by credit card, cash, or check payable to the University of Minnesota for your student record documents and shipping costs. Apostille requests will not be processed without payment.

Use this checklist to ensure you submit the required materials to complete your request:

- Payment to University of Minnesota for student record documents and shipping
- State of MN Secretary of State Authentication Request form at [z.umn.edu/MNSOSauthentication](http://z.umn.edu/MNSOSauthentication)
- Written request for verification letter (if applicable)
- Any other documentation required by the foreign entity (if applicable)

### RETURN THIS FORM

**Office of the Registrar**  
University of Minnesota,  
Twin Cities

200 Fraser Hall  
106 Pleasant St. SE  
Minneapolis, MN 55455  
otr@umn.edu

Read more information at  
[z.umn.edu/Apostille](http://z.umn.edu/Apostille)

Section A. Student information				
University ID		Birth date (mm/dd/yyyy)		
Name (last, first, middle)		Name used while attending		
Email		Phone		
Address		City	State	Zip
Section B. Order student records and shipping				
Item		Quantity	Cost	Subtotal
Choose student records	Diploma	If you request a diploma name that differs significantly from the name on your records, you must submit documentation. For more information, contact OTR, 612-626-4432. Indicate your name as you would like it to appear on your diploma:		\$5 each
		First	Middle	
		Last		
	Official transcript			\$5 each
Verification letter (attach a written statement of what to include in the letter)			\$5	
Shipping (choose one)	Ship to domestic address via FedEx			\$30
	Ship to international address via FedEx			\$15
<b>Grand total</b>				

**Apostille Request**

<b>Student information</b>			
Name (last, first, middle)		University ID	
<b>Section C. Final destination shipping address (final destination after receiving Apostille from MN Sec. of State)</b>			
Recipient name		Recipient phone (required)	
Mailing address (line 1)		Mailing address (line 2)	
City	State	ZIP code	Country
<b>Section D. Payment option (Overpayments of \$5.00 or less will not be refunded.)</b>			
<b>Choose a payment method</b>			<b>Amount enclosed</b>
<input type="checkbox"/> Cash (for in-person orders only)			
<input type="checkbox"/> Check/money order payable to University of Minnesota			
<input type="checkbox"/> Credit card <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/> American Express  Card number: _ _ _ _ / _ _ _ _ / _ _ _ _ / _ _ _ _    Expiration date: _ _ / _ _			
<b>SECTION F. SIGNATURE</b>			
Name		Signature	Date