

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.

This form must be accompanied by a check payable to the Minnesota Secretary of State, and 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
- Payment to Minnesota Secretary of State for Apostille
- [State of Minnesota Secretary of State Authentication Request](#) (form)
- 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

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 <i>(payable to the University of Minnesota)</i>				
ITEM		QUANTITY	COST	SUB TOTAL
STUDENT RECORDS	Diploma	If you are requesting 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:		\$15 each
		First	Middle	
		Last	Degree	
	Official transcript			\$15 each
Verification letter (attach a written statement of what to include in the letter)			Free	n/a
SHIPPING (choose one)	Ship to domestic address via FedEx		\$30	
	Ship to international address via FedEx		\$40	
Section B GRAND TOTAL <i>(amount payable to University of Minnesota)</i>				
SECTION C. ORDER APOSTILLE <i>(payable to MN Secretary of State)</i>				
ITEM		QUANTITY	COST	Total
Total number of documents that need to receive Apostille/certification			\$5 per document	
Section C GRAND TOTAL <i>(amount payable to MN Secretary of State)</i>				

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SECTION D. FINAL DESTINATION SHIPPING ADDRESS <i>(final destination after receiving Apostille from MN Sec. of State)</i>			
Recipient name		Recipient phone (required)	
Mailing address (line 1)		Mailing address (line 2)	
City	State	ZIP code	Country

SECTION E. PAYMENT OPTION *(Overpayments of \$5.00 or less will not be refunded.)*

PAYMENT	CHOOSE METHOD OF PAYMENT	AMOUNT ENCLOSED
Payment 1 <i>(Section B grand total due)</i>	<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"/> Diner's Club <input type="checkbox"/> Discover <input type="checkbox"/> AmEx Card number: _____/_____/_____/_____ Exp. date: ____/____	
	<input type="checkbox"/> Check/money order for Apostille payable to MN Secretary of State (required) <i>(\$5 per document to receive Apostille, e.g. 3 documents = \$15)</i>	

SECTION F. SIGNATURE

Name	Signature	Date
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