

Apostille Request Form

An apostille is a government-issued certificate that verifies the legitimacy of certain documents for non-US countries. Emerson will create a notarized cover letter for your transcript or diploma and submit them to the Secretary of the Commonwealth of Massachusetts Commissions office. The Commissions office will affix an apostille/certificate specific to the country you select below, and mail it to you using a prepaid envelope that you provide. The entire process can take up to **4-6 weeks**, plus shipping time.

To request an apostille, fill out the information below and include the following three items:

1. The diploma or transcript to be certified (see next page).
2. An international money order or a personal check drawn from a U.S. bank made payable to "The Commonwealth of Massachusetts" in the amount of US \$6.00 per document to be certified.
3. A self-addressed, stamped 8.5" x 11" (22 cm x 28 cm) or larger envelope for the MA State House to return everything back to you. Please make sure the postage covers the cost of shipping the documents. Pre-paid postage should be **from** the MA State House (*One Ashburton Place, Room 1719, Boston, Massachusetts 02108*) if a return address is required. It should be addressed **to** you, or whoever needs to receive the apostille.

Mail (1) this form, (2) the document(s) that need to be certified, (3) the money order or check, and (4) pre-paid postage to:

Emerson College
Office of the Registrar
120 Boylston Street
Boston, MA 02116

First Name: _____

Last Name: _____

Emerson ID or last 4 of SSN: _____

Dates of Attendance (mm/dd/yyyy): _____

Major/Program: _____

Degree(s) Awarded (if applicable)
(e.g. Bachelor of Arts, Master of Arts): _____

Graduation Date (if applicable, mm/dd/yyyy): _____

Daytime telephone number: _____

Email address: _____

Country in which the documents will be used (required): _____

Name of receiving Firm/Organization (if applicable): _____

Delivery Address for Apostille Certification (this should be the "to" address on your pre-paid envelope):

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Documents needed for Apostille certification:

Transcript¹

Diploma²

¹ To order a transcript, go to emerson.edu/transcripts and select [COMPLETE THE TRANSCRIPT ORDER FORM](#), then select **Transcript for Apostille**. You can also include an official transcript with this form if you already have one. Transcripts must be original copies and sealed in their original envelope to be considered official.

² To order a diploma, go to emerson.edu/diplomas and select [Emerson Replacement Diploma Request](#), then select **Replacement Diploma for Apostille**. You can also include your original diploma with this form, but this is not recommended. Diplomas may be damaged during shipping, and we will be stapling a cover letter to it.

^{1, 2} If ordering either a diploma or transcript from Parchment, please do NOT search Emerson College in the search bar provided. Select **I'm sending to myself or another individual**. Then select **I am sending this order to another individual**.

^{1, 2} Set the recipient as Emerson College Registrar's Office, 120 Boylston St., Boston, MA 02116:

By submitting this form and signing below, I consent to the Emerson College Registrar's Office sending my FERPA-protected educational information to the Massachusetts State House. I also understand that the Massachusetts State House will send this information to the third party I designate with the pre-paid postage included with this request.

Signature: _____ **Date:** _____