

## APOSTILLE REQUEST FORM

Office of the University Registrar  
206 Student Services Center \* BOX 870134  
Tuscaloosa, AL 35487  
Phone: 205-348-2020 \* Email: [graduation@ua.edu](mailto:graduation@ua.edu)

This form is required for the Office of the University Registrar to authenticate, notarize and make available the Apostille process for diplomas and transcripts. The cost for the Apostille service is \$40.00 for each diploma and \$10.00 for each transcript requested. An additional \$35.00 expedited fee is required if you wish for us to expedite the ordering of a replacement diploma. Please complete this form, then print and return a signed copy to our office.

### Name and Contact Information (please print):

First Name:

Last Name:

Email:

Phone:

### Degree Verification Information:

Name at time of graduation:

Degree earned:

Year of graduation:

### Document Information:

This UA document is being authenticated for the following country:

Is the country part of the Hague Conference?    Yes                      No  
*Please see [Apostille Certification](#) for more information.*

Choose the document(s) to be authenticated below:

Diploma:            I am providing my original diploma  
                          I would like to request a replacement diploma  
                          I am providing a copy of my diploma

Transcript: Yes                      No

### UA Payment Information:

I have enclosed a check in the amount of:

I have enclosed a money order in the amount of:

*Please Note: Probate and Secretary of State fees are still required in separate payment forms.*

*Please sign below to acknowledge that you authorize the release of your academic documents and request the University of Alabama to provide the Apostille service(s).*

Signature:

Date: