

**Apostille Checklist**

Name: \_\_\_\_\_

UDID: \_\_\_\_\_ Date submitted: \_\_\_\_\_

**Instructions: Please complete the checklist and include it with your request for an Apostille. Please submit all materials at one time in order to process. Questions may be directed to [registrar@udel.edu](mailto:registrar@udel.edu).**

**Items requested for Apostille:**    **Transcript**    **Diploma**    **Both**

**Country receiving the Apostille:** \_\_\_\_\_

**Items Required:**

**Cover letter to include:** Your full name, Contact information (email, phone), Payment information, Address where the documents should be sent or if you will pick up for self-delivery to DE Secretary of State. A template letter may be found on the Registrar’s website.

**Transcript**

- I don’t need an Apostille for my official UD transcript.
- I will order for pick-up at UD’s Registrar’s Office.
- I will deliver my official transcript in person.

**Diploma**

- I don’t need an Apostille for my UD diploma.
- Original diploma
  - I will deliver in person.
  - On order; will be delivered directly to UD.
  - I will mail to UD Registrar’s Office.
- High-quality scanned image
  - I will deliver in person.
  - I will mail to UD.
  - I will email to UD.

**Payment**

- Check
- Credit card
- Cash (by choosing this option I know I must hand-deliver all materials to DE Secretary of State myself)

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For Office Use Only:

Date all materials rcd: \_\_\_\_\_ Date completed: \_\_\_\_\_ Staff: \_\_\_\_\_