

**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 Lillian Grannum, [lgrannum@udel.edu](mailto:lgrannum@udel.edu).***

**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 submitted: \_\_\_\_\_ Date completed: \_\_\_\_\_

Staff: \_\_\_\_\_