



Apostille Instructions

If you need an Apostille on a Diploma, please submit the following to the Registrar's Office, Illinois Wesleyan University, P.O. Box 2900, Bloomington, IL 61702:

1. Request for replacement diploma with Apostille (opposite side).
 - a. Please include in your request how you want your name to appear on the diploma.
2. Check or money order made out to **IWU** for the diploma replacement **fee of \$25** for the normal processing time (three working days from the day we receive the request in writing) or \$35 for a rush order (same day we receive the request in writing).
 - a. We will then prepare the diploma, get appropriate signatures, notarize and send to the Secretary of State for the Apostille.
3. The Application for Apostille. You can find this at www.cyberdriveillinois.com.
 - a. Choose Departments, Index, Apostilles and Certifications, then click on "an Application for Authentication".
4. Separate check or money order made out to "**Secretary of State**" for **\$2.00** for each document that you need the Apostille for.
5. Self-addressed, postage paid envelope addressed to yourself or wherever it needs to be sent.
 - a. For return postage fee, document will be mailed from Secretary of State Index Department: 17 N. State Street, Ste. 1010, Chicago, IL 60602.
 - b. *Please note diplomas are 11"x14" so the envelope must be larger than that unless it's okay to fold the diploma.*

If you need an Apostille on a Transcript, please submit the following to the Registrar's Office, Illinois Wesleyan University, P.O. Box 2900, Bloomington, IL 61702:

1. Request for transcript with Apostille (page 2).
2. Check or money order made out to **IWU** for the transcript fee of **\$10**
 1. We will then prepare the transcript, get appropriate signatures, notarize and send to the Secretary of State for the Apostille.
3. The Application for Apostille. You can find this at www.cyberdriveillinois.com.
 - a. Choose Departments, Index, Apostilles and Certifications, then click on "an Application for Authentication."
4. Separate check or money order made out to "**Secretary of State**" for **\$2.00** for each document that you need the Apostille for.
5. Self-addressed, postage paid envelope addressed to yourself or wherever it needs to be sent.
 - a. For return postage fee, document will be mailed from Secretary of State Index Department: 17 N. State Street, Ste. 1010, Chicago, IL 60602.



ILLINOIS WESLEYAN
UNIVERSITY

Office of the Registrar

Diploma/Transcript request with Apostille *(Please follow all instructions on page 1.)*

Please select which document is needed **with Apostille**:

Diploma (\$25 fee to IWU) Transcript (\$10 fee to IWU)

Please list dates of attendance or graduation: _____

If Diploma requested, Name to be printed on diploma:

Please complete the following:

Last Name _____ First Name _____ MI _____

Maiden and/or prior names _____

University ID# _____ Social Security # _____
(if after 2005 entry) (if before 2005 entry)

Current Address _____
Street City State Zip

Phone # _____ Email Address _____

Reason for document with Apostille:

Signature _____ Date _____
Must be signature of student (or previous student) requesting document.