



REQUEST FOR APOSTILLE

INSTRUCTIONS: The Office of the Registrar will authenticate and notarize a diploma and/or transcript and send it to the Illinois Secretary of State. Please complete the form below, and enclose the appropriate fees and items as described below. Also include a prepaid self-addressed mailer to have your documents sent to you. Note: The total cost will be \$30 - \$98 depending on services required, plus postage. **ALLOW THREE WEEKS FOR PROCESSING.**

PLEASE PRINT CLEARLY. Complete this form, sign it, and return it with the appropriate fees and additional items, to:

Roosevelt University
Office of the Registrar
425 South Wabash Ave., 1M14
Chicago IL 60605
Fax (312) 341-3660

Name _____ Student ID (or last four digits of your SSN) _____
Additional Names (If you attended under a different name) _____
Address _____ City/State/Zip _____
Current Email Address _____ Phone _____
Signature (Required) _____ Date _____

Required Fees:

- Apostille Request Fee: \$30 payable to **Roosevelt University (Processing Fee)**
- Diploma: I need a certified diploma -- \$50 fee and completed duplicate diploma request: <http://www.roosevelt.edu/~media/Files/pdfs/Registrar/DiplomaDuplicateDiplomaRq.ashx>
- Transcript: I need a certified official transcript -- \$10 fee
- State Fees: Check or money order for \$2 for each document payable to:
Illinois Secretary of State (submitted to the state separately from other fees)

Additional Items Required:

- State Application form
(http://cyberdriveillinois.com/publications/pdf_publications/i213.pdf)
- Prepaid mailer addressed to yourself to be used by Illinois Secretary of State's Office for the return documents once the Apostille is complete.

<i>For Office Use Only</i> PAID (code GRDA): _____ Date Payment Processed: _____ Initials: _____ <i>Revised 8/9/2016</i>
--

REQUEST FOR APOSTILLE

Steps for completing the Apostille process:

1. **Make sure you have the required documents.**
 - a. Request for Apostille
 - b. Request for Duplicate Diploma
 - c. Transcript Request – indicate on Apostille form if a transcript is needed
 - d. State Application Form
 - i. Read the “Certifying Official Documents for Foreign Use”. This will explain the fees required (\$2.00 per document).
2. **Submission of documents to Roosevelt and to the Secretary of State.**
 - a. ***If you (the applicant) are submitting the documentation, provide the following:***
 - i. Completed Request for Apostille (include fee payable to Roosevelt*)
 - ii. Completed form(s) for the document(s) to be certified (include fee payable to Roosevelt*)
 - iii. Completed State Application (include fees payable to the State)
 - iv. Roosevelt will contact the applicant for pick up when document(s) are completed.
 - v. The applicant will need to take the notarized documents to the International Apostille Services or mailed to the Secretary of State’s Office (locations listed at the bottom of the form).
 1. Bring a prepaid mailer (or prepaid FedEx or equivalent if tracking is desired) addressed to yourself to be used by the office to return the documents once the Apostille is complete.
 - b. ***If a friend or family member will be submitting the documents on the applicant’s behalf:***
 - i. Written permission from the applicant is required to release the documents to a third party. The statement must include the applicant’s full name, Roosevelt ID number, and the name of the friend/family member. The person must show ID and written consent upon arrival.
 - ii. Completed Request for Apostille (include fee payable to Roosevelt*)
 - iii. Completed form(s) for the document(s) to be certified (include fee payable to Roosevelt*)
 - iv. Completed State Application (include fees payable to the State)
 - v. Roosevelt will call when the document(s) are ready for pick up.
 - vi. The items will need to be delivered to the International Apostille Services or mailed to the Secretary of State’s Office (locations listed at the bottom of the form).
 1. Bring a prepaid mailer (or prepaid FedEx or equivalent if tracking is desired) addressed to yourself to be used by the office to return the documents once the Apostille is complete.
 - c. ***Correspondence by mail: All items must be packaged together when mailed to Roosevelt***
 - i. Completed Request for Apostille (include fee payable to Roosevelt*)
 - ii. Completed form(s) for the document(s) to be certified (include fee payable to Roosevelt*)
 - iii. Completed State Application form (include fees payable to the State)
 - iv. The items will be mailed to the Secretary of State’s Office. For this you will need to include:
 1. A prepaid mailer (or prepaid FedEx or equivalent if tracking is desired) addressed to the Illinois Secretary of State’s Office for Roosevelt to send the documents on applicant’s behalf.
 2. A prepaid mailer (or prepaid FedEx or equivalent if tracking is desired) addressed to yourself to be used by Illinois Secretary of State’s Office to return the documents once the Apostille is complete.

Roosevelt University, Office of the Registrar, 425 S. Wabash Ave., WB 1M14, Chicago, IL, 60605
Richard M. Johnston International Apostille Services, Inc., 141 W. Jackson, Suite 300A, Chicago, IL 60604
Secretary of State, 17 N. State. Suite 1030, Chicago, IL 60602 / 312) 793-1010

*Fees payable to Roosevelt can be made in one payment.