



Preparing people to lead extraordinary lives

Apostille Request Instructions LOYOLA UNIVERSITY CHICAGO

RRRAPOS

Office of Registration and Records
820 N. Michigan, Suite 510, Chicago, IL 60611
Phone: 312.915.7221 - **Fax:** 312.915.6452
Email: Registrar@luc.edu **Website:** www.luc.edu/regrec

Loyola University Chicago graduates who plan to work or further their education abroad may need to authenticate their degree, transcripts, and/or their diploma. This process is often referred to as an Apostille, which is the legalization of a document for international use under the terms of the Hague Convention.

Apostille Certification is a TWO part process : The first step is prepared by the LUC Registration & Records office, AND the second step is prepared by the Illinois Secretary of State (for an additional **\$2.00* per document** fee payable to the Illinois Secretary of State).

* **The Illinois Secretary of State Fee is DUE up front (check or money order only), unless you notify us that you are completing the second step - if this is not paid - your order will be NOT be processed.**

- Is a certified **Diploma** required? If so, Loyola University will create a duplicate original for certification. There is a **\$50.00** charge for one and \$25.00 for each additional, if more than one original is needed.
- Has your **name changed**? You must first complete a notarized name change request form. In all but exceptional instances your diploma will bear the name under which you graduated. To submit a change of name, click on this link: http://www.luc.edu/regrec/Requests_and_Forms.shtml

To Request an Apostille:

- Complete the **Apostille Request Form (p. 2)**. If applying to multiple jurisdictions you will need to prepare separate applications for each. **Processing time: Approximately 6 weeks**, (this includes the 7-10 business days needed for the Illinois Secretary of State processing, and 2 weeks if an original diploma is being ordered). If you will handle the Illinois Secretary of State processing on your own, processing time is reduced to 4 weeks.
- **Use your credit card** online to pay for original diploma (if required) and for mailing services. Credit card payment does not cover the Illinois Secretary of State processing Fee.
- For certification of original diploma, go to www.luc.edu/regrec/payments and select the **Apostille Services > Order Original Apostille Diploma**. At this page, you must also select a mailing option.
- **Paying for Postage Alone**. If you are not ordering an original Diploma, you will still need to select a mailing option. Go to www.luc.edu/regrec/payments to pay for Apostille Domestic or International delivery.
- **Paying by check for ONE original diploma, your cost would be \$80.00 (domestic handling) or \$125.00 (international handling) check or money order** made payable to Loyola University Chicago if you are ordering one original diploma and you are requesting that the process be handled via mail. **Subtract \$50.00 if you are NOT ordering an original diploma.**
- **REQUIRED: One (1) separate certified check, money order, or personal check made payable to the Illinois Secretary of State** must be mailed to the Office of Registration and Records to be included in the request for certification by the **Illinois Secretary of State**. Write one check for the total of the amount for all documents being certified at \$2.00 for each document being certified. For example, one diploma is \$2.00; one diploma and one transcript is \$4.00, etc.

--Payment is NOT required if you are you completing the SECOND step yourself. See the Walk-in Service Location below--

- Complete and include the **Secretary of State's Application** included at the end of this document at page 3 (one form for each jurisdiction if you need to have Apostilles created for more than one country).
- To learn more about Apostille processing by the State of Illinois go here: <https://www.cyberdriveillinois.com/departments/index/apostilles.html>

Mail the Apostille Application to:

The Office of Registration and Records
Attention: Apostille Processing
Loyola University Chicago
820 N Michigan Avenue, Ste. 510
Chicago IL 60611

For Illinois Secretary of State Walk-in Service:

Illinois Secretary of State
17 North State Street, Ste. 1030
Chicago, IL 60602
312.814.2067

Scan and e-mail to: Registrar@luc.edu or Fax to: 312-915-6452



Preparing people to lead extraordinary lives

Apostille Request

LOYOLA UNIVERSITY CHICAGO

RRRAPOS

Office of Registration & Records
820 N. Michigan, Suite 510, Chicago, IL 60611
Phone: 312.915.7221; Fax: 312.915.6452
Website: www.luc.edu/regrec

Type or Print clearly. Illegible forms cannot be processed.

_____ Last Name First Name Middle Name
 Student LUC-ID or Last Four Digits of SSN#: _____ Date of Birth*: ____/____/____
 Street Address: _____
 City: _____ State/Country: _____ Zip/Country Code: _____
 Contact Phone(Required): _____ Contact E-mail Address: _____
 Dates of Attendance or Graduation: _____ Degree(s) Earned: _____

I will pick up my completed Apostille Certification documents at the Water Tower campus.

Mail **completed Apostille Documents** to the above address.

Mail **completed Apostille Documents** to the third party indicated here (I certify that this is an accurate address): ATTENTION: _____

ADDRESS: _____

Country requesting Apostille: _____

I am requesting that the following check marked services, for certified and notarized documents for the Apostille process, be provided:

___ ORIGINAL Diploma. Please provide and certify ___ (1, 2 or 3, etc.) **original(s)** at \$50.00 for first original and \$25.00 beyond the first.

___ COPY of my Diploma. Please provide ___ (1, 2 or 3, etc.) **copies** of my diploma for certification. I have enclosed my original diploma (a FAX or Email or other student prepared copy cannot be accepted). I understand that there is no cost for the photocopies made of my diploma and that my original will be returned to me at the student contact address listed above.

___ Transcript(s): **Your signed (NOT TYPED) Signature is required BELOW for Transcripts**

- Please provide ___ (1, 2, or 3, etc.) transcript(s) for certification.

___ Verification of Education:

- Please provide ___ (1, 2 or 3, etc.) verification(s) of education for certification.

___ I HAVE **pre-paid** for all requested ORIGINAL diploma orders and/or mailing services by going online.

www.luc.edu/regrec/payments. If this box is NOT checked, and payment is DUE for the mentioned services, your order will be delayed.

___ I HAVE enclosed the required fee(s) made payable to the Illinois Secretary of State (\$2.00 for each document to be certified) and submitted the necessary Illinois Secretary of State Application form(s). **This fee, along with the documents requested above will be sent to the Illinois Secretary of State, the student signature below and selection of this box acknowledges and authorizes this release.**

___ I am paying Loyola by check and have included the required fees as indicated in the instructions above, at page 1 *Note: Processing time may be delayed if Check is not included or if paid amount does not reflect requested processing*

___ By checking this BOX, I am confirming that I (the student) is only requiring the first Apostille certification completed by the LUC Registration & Records Office and I (the student) will complete the second step by visiting the Illinois Secretary of State Walk-in Service. I have NOT included the Illinois Secretary of State fee as it is NOT required.

Additional Information Helpful to This Request

Signature: _____ Date: _____

Please note: **Transcript Requests that are Unsigned cannot be processed.** The Apostille cannot be processed for students with outstanding financial obligations to Loyola University Chicago. Questions regarding financial holds should be addressed to the Office of the Bursar (773.508.3180), or the Office placing the hold on the student's record. ***Date of Birth not needed if Student LUC-ID is provided.**

**Application for Authentication or Apostille
Certifying Documents for Foreign Use
Secretary of State Index Department**



Date Stamp

111 E. Monroe, Springfield, IL 62756
217-782-7017 • 217-524-0930 (fax)
www.cyberdriveillinois.com

For Office Use Only
\$ _____ Submitted
 CA CK MO CC

Prior to submitting documents to be certified for foreign use, please ensure they have been notarized by an Illinois Notary Public or certified by the proper official.

- **Birth Certificates, Death Certificates, Marriage Certificates** — Must be certified by the County Clerk or local registrar where the birth, death or marriage occurred.
- **Divorce Decree** — Must be certified by the Circuit Clerk of the Court that filed the decree.
- **Diplomas and Transcripts** — Must contain an original signature of a school official and be notarized by an Illinois Notary Public. (Include a statement of acknowledgement.)

FEE: \$2 per document payable to Secretary of State.

Customer's Name (please print): _____

Street Address: _____

City, State, ZIP: _____

Telephone Number: _____ E-mail: _____

Country or Countries the document(s) will be sent to: _____

PLEASE DO NOT WRITE BELOW THIS LINE *OFFICE USE ONLY