



NORTHWESTERN
UNIVERSITY

Office of the Registrar
633 Clark Street
Evanston, Illinois 60208
(847) 491-5234 Phone
(847) 491-8458 Fax

Request to Notarize a Diploma/Certificate

Name _____ Date _____

Student ID Number (if known. Do not include SSN) _____

Student signature _____
(Request will not be processed without signature)

Phone _____ Email _____

Are you currently registered? **YES** **NO** School _____

The following is enclosed:

Original diploma/certificate

Copy of diploma/certificate Number of copies _____

Current students: email nu-studentrecords@northwestern.edu to determine when your diploma will be ready

Please check one:

Pick-up (Please allow three business days for processing)

Fax to: _____

Mail to: _____

Rush Mail request (see instructions below)

Rush mail requests: There is a \$15.00 domestic FedEx or \$35.00 international FedEx charge. If paying by credit card please call (847) 467-0760 during business hours to provide the credit card information **after** mailing or faxing the request. **Do not give credit card information in voice mail.**

Do not include credit card information on this form. Northwestern University cannot accept credit card information on this form.

If paying by check please make check payable to: Northwestern University

Rush requests will not be processed until payment is received.

Office Use: Date mailed _____ Date faxed _____ Picked up by/ Date _____

Rush request: Date paid _____ Payment method _____