

Office use: Date mailed _____ Pick up by/date _____  FedEx request: _____
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## Request to Notarize a Diploma/Certificate

Date Requested: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Name \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone number: \_\_\_\_\_

Student Signature \_\_\_\_\_

### The following is enclosed:

\_\_\_\_\_ Original diploma/certificate

\_\_\_\_\_ Copy of diploma/certificate      Number of copies \_\_\_\_\_

### Select a delivery option:

(Allow 3-5 business days for processing)

\_\_\_\_\_ Pick-up Office of the Registrar

\_\_\_\_\_ Mail USPS      Mail FedEx: \_\_\_\_\_ (Domestic \$30.00 or \$55.00 international delivery)

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Fed Ex delivery payment:** The request will not be processed until payment is received.  
Do not include credit card information on this form. Once your request is received, a secure payment link will be emailed. If paying by check, please make check payable to **Northwestern University**.

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**PLEASE NOTE:** The following additional services are available for specialized purposes. Use of these services may delay processing.

\*Apostille services \_\_\_\_\_ **Not available for CeDiplomas**  
\*For apostille services see instructions on our website: <http://www.registrar.northwestern.edu/registration-graduation/graduation-preparation/request-a-diploma.html>