

Apostille: Request to certify and notarize documents for Apostille.



JOHNSON & WALES
UNIVERSITY

- Documents will not be certified or notarized if there is an outstanding financial obligation with the university.

REQUIRED: Your student enrollment information

Name (while in attendance): _____

Date of Birth (mm/dd/yy): _____ ID: _____

Date(s) enrolled & campus: _____

Phone #: _____ E-mail address: _____

REQUIRED: Identify which document(s) require an *apostille*

Official Transcript (check box if needed):

- ☐ I have enclosed an official transcript(s), which I previously requested, for your office to notarize.
 - Please note that the transcript must remain in its original sealed envelope in order to be considered official. If the transcript has been opened, it will be considered unofficial and a new copy must be requested.

Diploma (check box if needed):

- ☐ I have enclosed an original diploma(s) for your office to notarize.
 - Photocopies, PDFs, or e-diplomas cannot be used for this process.
 - Additional diplomas can be ordered through our vendor, Michael Sutter, at www.michaelsutter.com/jwu.

Other JWU document(s) requiring *apostille* (be specific if needed): _____

REQUIRED: To submit your request, check each box

- ☐ Enclose a **pre-paid and pre-addressed envelope(s)** in the appropriate size
- ☐ Enclose **this request and all related documents/forms** and **mail to: Apostille Processing, Student Academic Services, Johnson & Wales University, 274 Pine Street, Providence, RI 02903.**

Upon receipt of your request, allow up to **10 business days** for processing.

Please note that your apostille paperwork will be processed using the name printed on your diploma and/or official transcript. If your name has changed since graduating, a name change request must first be submitted with the necessary documentation.

Your Signature: _____ Date: _____

Internal Use Only

- ☐ update SPAIDEN ☐ Holds letter notification