



Request for Notarization of Your Wabash College Diploma For an Apostille

What is an Apostille?

An “apostille” is a form of authentication issued for documents that will be used in countries that participate in the Hague Convention of 1961. If the country where the documents will be used does not participate in the Hague Convention, those documents can be “authenticated” or certified. The apostille streamlines the process of transferring documents from one country to another, and no other certification or authorization is required. The Office of the Secretary of State provides apostille and authentication service to U.S. citizens and foreign nationals for documents that will be used overseas.

Request the notarization in writing. Please complete this form and send a photocopy of your diploma (**DO NOT SEND THE ORIGINAL**) via email to registrar@wabash.edu or mail to:

Wabash College
Attn: Registrar’s Office
PO Box 352
Crawfordsville, IN 47933

Name: _____

Mailing Address: _____

City: _____

State: _____ Zip: _____ Country: _____

Telephone: _____ E-mail: _____

Number of copies of diploma enclosed: _____

Signature _____ Date _____
(of diploma holder)

There is a \$5 processing fee, per copy, payable to Wabash College. You may pay online at <https://www.wabash.edu/businessoffice/payonline>, or directly via phone to the Business Office at 765-361-6326.

The copy of your notarized diploma will be returned to you by regular USPS mail. If you require FedEx service, please call the Registrar’s Office at 765-361-6416 for rates.

You must send the notarized diploma copy, with the required materials, to the Indiana Office of the Secretary of State for the “apostille”. The directions are at <https://www.in.gov/sos/business/4096.htm>.

