

# BOSTON COLLEGE

Office of Student Services, Lyons Hall | 140 Commonwealth Avenue | Chestnut Hill, MA 02467

## Request for notarized documents needed for Apostille processing

Boston College's Office of Student Services will authenticate and notarize documents in preparation for Apostille processing. Once notarized, the documents will be returned to the requester for further processing. Please note that students wishing to notarize a transcript must submit an official hard copy for notarization (not an official electronic copy). For details for the apostille process please refer to The Secretary of the Commonwealth's website at <https://www.sec.state.ma.us/pre/precom/comidx.htm>.

**Directions:** Complete this form and attach a check or money order payable to Boston College for \$35.00 for the notary service and return mail costs. Please allow two weeks for processing, four weeks if diploma replacement is requested.

Name: \_\_\_\_\_  
  First  Middle  Last

Address (to return documents):

\_\_\_\_\_  
Street

\_\_\_\_\_  
City  State  Zip Code  Country

Eagle ID Number: \_\_\_\_\_ Social Security Number (last four digits): \_\_\_\_\_

Grad Term: \_\_\_\_\_ Degree Earned (if applicable): \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ Contact E-mail: \_\_\_\_\_

Documents Available for notarization (please check which applies):

- Diploma*
  - My original diploma is enclosed.*
  - I need to order a replacement diploma. My Diploma Replacement Request Form (available at <https://www.bc.edu/content/dam/files/offices/stserv/pdf/ReplacementDiploma.pdf>) is attached with the \$50.00 diploma replacement fee.*
  
- Transcript*
  - My official hard copy transcript is enclosed. Transcripts can be obtained through NSCH. For more information, visit <https://www.bc.edu/bc-web/offices/student-services/registrar/transcript-requests.html>.*
  
- Enrollment Verification Letter (will be provided by Student Services)*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date