



## Undergraduate Apostille Service Request Form

Messiah University | Office of the Registrar  
One University Avenue, Suite 3007  
Mechanicsburg, PA 17055  
Phone: 717.691.6074  
Email: [registrar@messiah.edu](mailto:registrar@messiah.edu)

### STUDENT INFORMATION:

Current Full Name (printed): \_\_\_\_\_ Attended as Name: \_\_\_\_\_  
Date of Birth (Month/Year): \_\_\_\_\_ Student ID Number or last four digits of SSN: \_\_\_\_\_  
Current Address: \_\_\_\_\_ Email Address: \_\_\_\_\_  
City: \_\_\_\_\_ Daytime Phone Number: \_\_\_\_\_  
State/Zip: \_\_\_\_\_ Major: \_\_\_\_\_  
Credential(s) Earned (i.e. degree or certificate): \_\_\_\_\_  
Year of Graduation/Certification: \_\_\_\_\_  
Name to appear on the diploma (i.e. middle initial, middle name, maiden name): \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*To comply with Federal regulations governing the privacy of educational records, Messiah University requires the signature of the student to release academic records. **Penned signature required to process request.***

### APOSTILLE SERVICE REQUEST:

#### Please mail to:

Name/Company: \_\_\_\_\_  
Address Line 1: \_\_\_\_\_  
Address Line 2: \_\_\_\_\_  
Address Line 3: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_

#### I would like to request the following (select all that apply):

- ☐ Replacement undergraduate diploma- \$30
- ☐ Official paper transcript (one business week)- no charge
- ☐ Official paper transcript (same-day processing)- \$7 per transcript

If you have earned more than one degree, please specify which diploma you are requesting: \_\_\_\_\_

### METHOD OF PAYMENT:

Payment to the institution is required to cover the cost of the diploma (\$30) and/or transcript (\$7 fee applies for same-day processing) and shipping for the apostille service (\$5). Payment to the Commonwealth of Pennsylvania is also required to cover the state's fee for the apostille service (\$15 per document).

Choose **one** of the following:

- ☐ Check made payable to Messiah University is enclosed in amount of: \_\_\_\_\_
- ☐ [Credit Card Payment](#) (will be redirected to CashNet- a secure payment server)

### TO SUBMIT THIS REQUEST:

Signed/completed request form, Request for Legalization of Documents Form **AND** payment are required. Financial obligations to the University must be satisfied before this request can be processed.

- ☐ Following the instructions on our [webpage](#), please complete the [Request for Legalization of Documents](#) form from the Pennsylvania Department of State website. You will need to print this form so that you can upload the document.
- ☐ Please upload your signed request form **and** the Request for Legalization of Documents form using the instructions/link provided on our [webpage](#).
- ☐ Mailed requests may be sent to the following address:  
Messiah University  
Office of the Registrar  
One University Avenue, Suite 3007  
Mechanicsburg, PA 17055

**Questions:** Call (717) 691-6074 or email [registrar@messiah.edu](mailto:registrar@messiah.edu)