

Worcester Polytechnic Institute

Office of the Registrar

Apostille Request Form

Instructions: An apostille is an official verification from the Commonwealth of Massachusetts that verifies the legitimacy of certain documents. WPI will process apostille requests for diplomas and transcripts. We will certify these documents and forward them to the Commonwealth, who will affix an apostille and mail the documents back to you.

Please fill out the information below and mail to The Registrar's Office.

Include the following:

- Documents to be verified:
 - For diploma verification: please include a photo-copy of your diploma
 - For transcript verification: please complete the Transcript Request Form on our website, official transcript requests require payment (\$5.00 per copy)
- An international money order or a personal check drawn from a U.S. bank made payable to "The Commonwealth of Massachusetts" in the amount of US \$6.00 per document to be certified
- A self-addressed, stamped envelope; make sure the postage covers the cost of shipping the documents back to you
- Any additional instructions

The entire process takes 4-6 weeks, plus mail time.

Questions: Please email the Registrar's Office at registrar@wpi.edu or Dan Richard at drichard@wpi.edu

Part I (Please Print)

Student Information

Name (First, Middle and Last): _____

Student ID: _____ Date of Birth: _____

Street Address: _____ City _____ State _____ Zip _____

Country: _____ Email Address: _____

Phone Number (including area code): _____

Part II

Degree Information

Dates of Attendance: _____ Degree Awarded: _____

Major: _____ Graduation Date: _____

Part III

Apostille Information

Documents needed to be verified: _____

Country for Apostille: _____

Student Signature: _____ Date: _____

508-831-5211 (tel) 508-831-5931 (fax)

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wpi.edu/+registrar

dr: 8/6/15