



REQUEST FOR CERTIFICATION OF UNIVERSITY DOCUMENTS

Name: [ ] UCID/last four # of SSN: [ ]
Date of Birth [ ] Approx. Attendance Dates [ ]
Phone: [ ] E-mail: [ ]

I would like to request certification of the following document(s):

- [ ] Official transcript # of copies [ ]
[ ] Transcript(s) enclosed
[ ] Transcript(s) ordered online\*

\*Please note: Please order a Paper Diploma online through Parchment to be sent to the Office of the University Registrar and email registrar@uchicago.edu to alert them it is for a certification or for an Apostille.

- [ ] Diploma photocopy\* # of copies [ ]

\*Please note: You must provide a clean, black & white photocopy of your original diploma.

- [ ] Other (please specify) [ ] # of copies [ ]

[ ] My order is part of a request for Apostille therefore I have enclosed the following items:

- [ ] Completed Request for Certification of University Documents Form
[ ] Completed IL Secretary of State Application for Apostille
[ ] Check/Money Order payable to Secretary of State in the amount of \$2 per document (e.g. 3 documents = \$6)
[ ] Copy of the document(s) to be certified by the Office of the University Registrar (see notes regarding documents above)
[ ] Check/Money Order payable to University of Chicago in the amount of \$25 (up to 3 documents)/\$5 each additional
[ ] Pre-addressed, postage-paid envelope for the Secretary of State to use when sending apostilled documents

[ ] My order is not part of a request for Apostille. Please mail my certified documents to:

Mailing Address [ ]
[ ]
[ ]
[ ]

Signature: [ ] Date: [ ]