

**International Graduating Student  
Documents used for Apostille**

**By completing this form, I understand that I am requesting two diplomas and two transcripts for the purpose of having them authenticated and apostilled. I understand that if I do not request these at this time, and need them later, the fees will be more and include many more steps in the process.**

1. Name \_\_\_\_\_
2. Student ID Number \_\_\_\_\_
3. Email address – this should be a working email address that you are checking regularly.  
\_\_\_\_\_
4. Exact Address for notarized transcript and diploma to be mailed  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Phone Number \_\_\_\_\_
6. Signature \_\_\_\_\_

Credit Card Number \_\_\_\_\_

Exp. Date \_\_\_\_\_ Sec. Code \_\_\_\_\_

Zip Code \_\_\_\_\_

**Fee: \$50**

This fee covers the diploma, official transcript, and mailing of documents. Both documents will be notarized by NCWU Registrar's Office.

Documents will not be released if any holds are on the student's account.

[https://www.sosnc.gov/divisions/authentications/apostille\\_certificates](https://www.sosnc.gov/divisions/authentications/apostille_certificates)

| <div><div>Secretary of State<br/>Elaine F. Marshall</div></div> <div><a href="#">Home</a></div> <div>I Want To... ▾</div> <div>Divisions ▾</div> |   |   |
|---|---|---|
| Telephone   | 919-814-5400  |   |
| Email   | <a href="mailto:authen@sosnc.gov">authen@sosnc.gov</a>  |   |
| By US Postal Service  | NC Department of the Secretary of State<br>ATTN: Authentications<br>PO Box 29622<br>Raleigh, NC 27626-0622  | Pay by check in U.S. dollars<br>made out to:<br>NC Secretary of State                     |
| By Delivery Service   | NC Department of the Secretary of State<br>ATTN: Authentications<br>2 South Salisbury Street<br>Raleigh, NC 27601   |   |
| Hand Delivery   | Make an Appointment:<br>8:00 a.m. – 3:00 p.m.<br>Monday – Friday except Federal and State<br>Holidays.<br>NC Department of the Secretary of State<br>ATTN: Authentications<br>2 South Salisbury Street<br>Raleigh, NC 27601 | Pay by check in U.S. dollars<br>made out to:<br>NC Secretary of State<br>OR<br>Exact cash |