

APOSTILLE/AUTHENTICATION APPLICATION

Name:			Student Identification Number	
First (Given)	Middle	Last (Family)		
Email Address:			Telephone Number:	
Street Address Line 1:				
Street Address Line 2:				
City/State/Country:			Postal Code:	

Document: Indicate the document to be certified and if the original is enclosed or a reproduction is requested.
 Certificate Diploma Official Transcript | Enclosed Requested

Academic Program/Plan:

Degree:
Major and/or Emphasis:

Your Name on Your Certificate or Diploma: (Degree Name) If you are applying for an apostille or authentication, and you have not included an original with this application, print your name below as you would like it to appear on your certificate or diploma. Names dissimilar to the Primary Name (Legal Name) of record may require documentation. Certificates and diplomas are printed using the Degree Name.

Degree Name:

Apostille/Authentication and Other Charges: Certified documents are typically mailed within four and ten weeks.

Reproduction: Certificate - \$25.00 Diploma - \$50.00 Official Transcript - \$18.00
 Certification: Apostille - \$15.00 Authentication - \$25.00

Country: _____ Country: _____
 An apostille or authentication of a certificate, diploma, or official transcript requires that the country to be indicated above.
 (Hague Conference on Private International Law)

Mail Options: First-Class Mail – FREE Domestic Express - \$15.00 Int'l Express - Order through eShipGlobal
 (see the second page for instructions)

TOTAL for all required and requested services: \$ _____

Signature of Student: _____	Date: _____
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(Required in accordance with the Family Educational Rights and Privacy Act of 1974)



Payment Information: Attach the check or money order to this application here OR write in your credit or debit card information below.

Name on Card:	Date:
Card Number:	Expiration Date:
Signature of Cardholder:	Date:

International Express Shipping through eShipGlobal

1. First, go to <https://study.eshipglobal.com/home/?q=s>.
2. Click on “Student/Scholar Login” and you will go to the Student Login page.
3. Click on “SIGNUP” and fill out all the required information. This includes your name and contact information (make sure the address is where you want your diploma and transcripts).
4. Next, click on “REGISTER”. You will then be sent an Activation email. Check your email inbox.
5. In the Activation email, click on the link that is provided. You will then be taken to a Registration-Activation Success page. It says that you can now log in to the system.
6. Click on “Student/Scholar Login” and enter your email address and password. Click on “LOGIN”. You will be taken to the Welcome page.
7. You will see a “Click Here” link to Receive documents from your University. Click on this link.
8. Next, you will see the University Selection page with a map of the United States. Click on WA state (in the upper-left corner of the map). You will then see a list of all colleges and universities in Washington state. Select “City University of Seattle” and click on “Continue”.
9. On the Department Selection page, click on “Registrars - Transcripts” or “Registrars-Diplomas/Certifications” and then click on “Continue”.
10. On the next page, all of your address and shipping information should be automatically entered. Scroll down to “Shipment Information” and select “Transcripts/Diplomas” from the menu. Then click on “Continue”.
11. Next, you can choose which carrier you would like to send your documents. Choose one of the carriers (FedEx, UPS, etc.). Then click on “Continue”. This page gives you a variety of options such as 1 day, 2-3 day delivery and vendors with costs.
12. Finally, on the Payment Confirmation page, enter your credit card information to pay for the shipping label. Then click on “Confirm Payment”.
13. You will then receive confirmation that you paid for the label and City University of Seattle will receive the label by email. We will then be able to send you the requested documents once they are ready to ship!