

## CERTIFIED DOCUMENT REQUEST FORM

William & Mary charges a \$50 processing fee (covers document production, certification, processing, and mailing within the US) to certify one document and \$10.00 for each additional document. EXCEPTION: If your request includes an Original Diploma, there is a charge of \$90 to certify that document and \$10 for each additional document.

### STUDENT INFORMATION (Please print clearly using blue or black ink or type)

\_\_\_\_\_  
Last Name First Middle

\_\_\_\_\_  
Name while enrolled / PLEASE LIST ALL PRIOR NAMES

\_\_\_\_\_  
Address

\_\_\_\_\_  
Student ID Number (SSN if enrolled prior to summer 2003)

\_\_\_\_\_  
City State Zip Code

\_\_\_\_\_  
Date of Birth

(\_\_\_\_\_) \_\_\_\_\_  
Daytime Telephone

\_\_\_\_\_  
Email Address

Date(s) of Attendance at W&M: \_\_\_\_\_ to \_\_\_\_\_

### FOR CERTIFIED DOCUMENTS

☐ ***Certified Official Transcript***

☐ ***Certified Enrollment Verification – Please select one of the options below.***

- ☐ **BASIC ENROLLMENT VERIFICATION** (Includes: full-time/part-time status, expected graduation date, major(s), minor, credit hours, dates attended.)
- ☐ **BASIC ENROLLMENT VERIFICATION – GPA Included** (Includes information from Basic Enrollment Verification AND cumulative and term GPA.)
- ☐ **BASIC ENROLLMENT VERIFICATION – Schedule Included** (Includes information from Basic Enrollment Verification AND current schedule of classes.)
- ☐ **DEGREE VERIFICATION- Include GPA?** ☐ YES ☐ NO  
Includes: major(s), minor, degree earned, degree date, terms attended Degree Year: \_\_\_\_\_

☐ ***Certified Original (New) Diploma***

Name you want to appear on new diploma: \_\_\_\_\_  
(Please print clearly-do not use all CAPS)

If name is different from record at graduation, proof of legal name change is required. Accepted documents include copy of Social Security Card, Passport, or legal documentation.

Degree To Be Certified: \_\_\_\_\_

☐ ***Certified Copy of your Diploma (copy must be provided by student)***

Degree To Be Certified: \_\_\_\_\_

☐ ***Certified English Translation of your Latin Diploma***

## ***FOR APOSTILLE CERTIFICATION***

***Please include the following with this form.***

- Check or money order made out to The College of William & Mary. Fees are outlined above.
- Complete the online **Commonwealth of Virginia Authentication Request form**. Or provide a cover letter including your name, address, phone number, email and the country for which you need the document authenticated.
- Check or money order, made payable to *Secretary of the Commonwealth of Virginia* to cover the Commonwealth of Virginia authentication fee. The fee is \$10.00 for the first document and \$5.00 for each additional document going to the same country.
- Two pre-paid mailers to forward the documents to the Secretary of the Commonwealth and return to you (overnight service recommended for tracking purposes—FedEx, UPS, DHL, etc.):

1. One addressed to (please be sure to retain tracking number for package):

*Secretary of the Commonwealth  
Attn: Authentication Department  
1111 East Broad St - 1<sup>st</sup> Floor  
Richmond, VA 23219*

2. One addressed to you (please be sure to retain tracking number for package).

**STUDENT SIGNATURE:** \_\_\_\_\_ **Date** \_\_\_\_\_

### ***FOR OFFICE USE ONLY***

Received \_\_\_\_\_ *Date* \_\_\_\_\_ Processed \_\_\_\_\_ *Date and Initials* \_\_\_\_\_

*Apostille* \_\_\_\_\_ *Certified* \_\_\_\_\_

*Tracking #* \_\_\_\_\_

*Tracking #* \_\_\_\_\_

*Date Mailed* \_\_\_\_\_