



Preparing people to lead extraordinary lives

## Apostille Request Instructions LOYOLA UNIVERSITY CHICAGO

RRRAPOS

Office of Registration and Records  
820 N. Michigan, Suite 510, Chicago, IL 60611  
Phone: 312.915.7221 - Fax: 312.915.6452

Email: [RRSWorkflow@luc.edu](mailto:RRSWorkflow@luc.edu) - Website: [www.luc.edu/regrec](http://www.luc.edu/regrec)

**\*\*Due to COVID-19 , our office is temporary closed and we are unable to offer PICK-UP as an option. The processing time for Apostille requests is taking 6-8 weeks. Therefore, we ask that you please plan accordingly as we may not be able to accommodate RUSH requests due to limitations beyond our control. We apologize for any inconvenience.\*\***

**Apostille Certification is a TWO part process** : The first step is prepared by the LUC Registration & Records office, AND the second step is prepared by the Illinois Secretary of State (for an additional **\$2.00\* per document** fee payable to the Illinois Secretary of State).

**\* The Illinois Secretary of State Fee is DUE up front (check or money order only), unless you notify us that you are completing the second step - if this is not paid - your order will be NOT be processed.**

- Is a certified **Diploma** required? If so, Loyola University will create a duplicate original for certification. There is a **\$45.00** charge for one and \$25.00 for each additional, if more than one original is needed.
- Has your **name changed**? You must first complete a notarized name change request form. In all but exceptional instances your diploma will bear the name under which you graduated. To submit a change of name, click on this link: [http://www.luc.edu/regrec/Requests\\_and\\_Forms.shtml](http://www.luc.edu/regrec/Requests_and_Forms.shtml)

### To Request an Apostille:

- Complete the **Apostille Request Form (p. 2)**. If applying to multiple jurisdictions you will need to prepare separate applications for each. **Processing time: Approximately 6 weeks**, (this includes the 7-10 business days needed for the Illinois Secretary of State processing, and 2 weeks if an original diploma is being ordered). If you will handle the Illinois Secretary of State processing on your own, processing time is reduced to 4 weeks.
- **Use your credit card** online to pay for original diploma (if required) and for mailing services. Credit card payment does not cover the Illinois Secretary of State processing Fee.
- For certification of original diploma, go to [www.luc.edu/regrec/payments](http://www.luc.edu/regrec/payments) and select the **Apostille Services > Order Original Apostille Diploma**. At this page, you must also select a mailing option.
- **Paying for Postage Alone**. If you are not ordering an original Diploma, you will still need to select a mailing option. Go to [www.luc.edu/regrec/payments](http://www.luc.edu/regrec/payments) to pay for Apostille Domestic or International delivery.
- **Paying by check for ONE original diploma, your cost would be \$75.00 (domestic handling) or \$120.00 (international handling) check or money order** made payable to Loyola University Chicago if you are ordering one original diploma and you are requesting that the process be handled via mail. **Subtract \$45.00 if you are NOT ordering an original diploma.**
- **REQUIRED: One (1) separate certified check, money order, or personal check made payable to the Illinois Secretary of State** must be mailed to the Office of Registration and Records to be included in the request for certification by the **Illinois Secretary of State**. Write one check for the total of the amount for all documents being certified at \$2.00 for each document being certified. For example, one diploma is \$2.00; one diploma and one transcript is \$4.00, etc.

--Payment is NOT required if you are you completing the SECOND step yourself. See the Walk-in Service Location below--

- Complete and include the **Secretary of State's Application** included at the end of this document at page 3 (one form for each jurisdiction if you need to have Apostilles created for more than one country).
- To learn more about Apostille processing by the Sate of Illinois go here: <https://www.cyberdriveillinois.com/departments/index/apostilles.html>

Mail, or fax the Apostille Application to:

The Office of Registration and Record  
Attention: Apostille Processing  
Loyola University Chicago  
820 N Michigan Avenue, Ste. 510  
Chicago IL 60611

For Illinois Secretary of State Walk-in Service:

Illinois Secretary of State  
17 North State Street, Ste.1030  
Chicago, IL 60602  
312.814.2067



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# Apostille Request

## LOYOLA UNIVERSITY CHICAGO

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820 N. Michigan, Suite 510, Chicago, IL 60611  
Phone: 312.915.7221; Fax: 312.915.6452  
Website: [www.luc.edu/regrec](http://www.luc.edu/regrec)

Type or Print clearly. Illegible forms cannot be processed.

\_\_\_\_\_  
Last Name First Name Middle Name  
Student LUC-ID or Last Four Digits of SSN#: \_\_\_\_\_ Date of Birth\*: \_\_\_\_/\_\_\_\_/\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Country: \_\_\_\_\_ Zip/Country Code: \_\_\_\_\_

Contact Phone(Required): \_\_\_\_\_ Contact E-mail Address: \_\_\_\_\_

Dates of Attendance or Graduation: \_\_\_\_\_ Degree(s) Earned: \_\_\_\_\_

I will pick up my completed Apostille Certification documents. **\*Pick-Up temporarily unavailable\***

\_\_\_\_ Mail **completed Apostille Documents** to the above address.

\_\_\_\_ Mail **completed Apostille Documents** to the third party indicated here (I certify that this is an accurate address):

ATTENTION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Country requesting Apostille: \_\_\_\_\_

I am requesting that the following check marked services, for certified and notarized documents for the Apostille process, be provided:

\_\_\_\_ **ORIGINAL Diploma.** Please provide and certify \_\_\_\_ (1, 2 or 3, etc.) **original(s)** at \$45.00 for first original and \$25.00 beyond the first.

\_\_\_\_ **COPY of my Diploma.** Please provide \_\_\_\_ (1, 2 or 3, etc.) **copies** of my diploma for certification. I have enclosed my original diploma (a FAX or Email or other student prepared copy cannot be accepted). I understand that there is no cost for the photocopies made of my diploma and that my original will be returned to me at the student contact address listed above.

\_\_\_\_ **Transcript(s): Your signed (NOT TYPED) Signature is required BELOW for Transcripts**

- o Please provide \_\_\_\_ (1, 2, or 3, etc.) transcript(s) for certification.

\_\_\_\_ **Verification of Education:**

- o Please provide \_\_\_\_ (1, 2 or 3, etc.) verification(s) of education for certification.

\_\_\_\_ I HAVE **pre-paid** for all requested ORIGINAL diploma orders and/or mailing services by going online.

[www.luc.edu/regrec/payments](http://www.luc.edu/regrec/payments). If this box is NOT checked, and payment is DUE for the mentioned services, your order will be delayed.

\_\_\_\_ I HAVE enclosed the required fee(s) made payable to the Illinois Secretary of State (\$2.00 for each document to be certified) and submitted the necessary Illinois Secretary of State Application form(s). **This fee, along with the documents requested above will be sent to the Illinois Secretary of State, the student signature below and selection of this box acknowledges and authorizes this release.**

\_\_\_\_ I am paying Loyola by check and have included the required fees as indicated in the instructions above, at page 1 \*Note: Processing time may be delayed if Check is not included or if paid amount does not reflect requested processing\*

\_\_\_\_ By checking this BOX, I am confirming that I (the student) is only requiring the first Apostille certification completed by the LUC Registration & Records Office and I (the student) will complete the second step by visiting the Illinois Secretary of State Walk-in Service. I have NOT included the Illinois Secretary of State fee as it is NOT required.

Additional Information Helpful to This Request

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please note: **Transcript Requests that are Unsigned cannot be processed.** The Apostille cannot be processed for students with outstanding financial obligations to Loyola University Chicago. Questions regarding financial holds should be addressed to the Office of the Bursar (773.508.3180), or the Office placing the hold on the student's record. **\*Date of Birth not needed if Student LUC-ID is provided.**

**Application for Authentication or Apostille  
Certifying Documents for Foreign Use  
Secretary of State Index Department**



Date Stamp

111 E. Monroe, Springfield, IL 62756  
217-782-7017 • 217-524-0930 (fax)  
www.cyberdriveillinois.com

**For Office Use Only**  
\$ \_\_\_\_\_ Submitted  
 CA  CK  MO  CC

Prior to submitting documents to be certified for foreign use, please ensure they have been notarized by an Illinois Notary Public or certified by the proper official.

- **Birth Certificates, Death Certificates, Marriage Certificates** — Must be certified by the County Clerk or local registrar where the birth, death or marriage occurred.
- **Divorce Decree** — Must be certified by the Circuit Clerk of the Court that filed the decree.
- **Diplomas and Transcripts** — Must contain an original signature of a school official and be notarized by an Illinois Notary Public. (Include a statement of acknowledgement.)

**FEE:** \$2 per document payable to Secretary of State.

Customer's Name (please print): \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Country or Countries the document(s) will be sent to: \_\_\_\_\_

\_\_\_\_\_

PLEASE DO NOT WRITE BELOW THIS LINE \*OFFICE USE ONLY