

# UNIVERSITY of ALASKA ANCHORAGE

Office of the Registrar • ESC • 3211 Providence Drive Anchorage, AK 99508 • Phone (907) 786-1480

## Apostille Diploma or Official Transcript Request

Should any country requiring a diploma or official transcript require an apostille, we can certify and notarize your diploma or official transcript and forward it to the Office of the Lieutenant Governor of Alaska for processing.

### Important Information

- The name on your diploma/transcript will be the official name on file with the university at the time of printing: first name, middle initial, last name. We can print full middle names and maiden names on diplomas only upon request.
- Diplomas will be printed with current signatures of the University President, Chancellor, and Chair of the Board of Regents and will have the words “Replacement diploma issued (date)” printed under the university seal.

### Cost Information

- Apostille diploma: \$25 each
- Apostille official transcript: \$15 each

### Order Information

I am requesting:

\_\_\_\_\_ Apostille Diploma(s)  
*quantity*

\_\_\_\_\_ Apostille Official Transcript(s)  
*quantity*

Please provide all of the following information:

Name: \_\_\_\_\_

UA Student ID or Last Four of SSN: \_\_\_\_\_ DOB: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email address: \_\_\_\_\_

If ordering a diploma, degree and date earned: \_\_\_\_\_

Country receiving your records: \_\_\_\_\_

Student signature: **STUDENT MUST SIGN AFTER PRINTING** Date: \_\_\_\_\_

### Payment Information

Check – Please make payable to the University of Alaska Anchorage.

Credit Card – **Scan and email the signed form to [uaa.degrees@alaska.edu](mailto:uaa.degrees@alaska.edu) (diploma) or [uaa.records@alaska.edu](mailto:uaa.records@alaska.edu) (transcript) to receive the online payment link.**