

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

Apostille official transcript

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: _____ Date: _____

Payment Information

Mail – Please make checks/money orders payable to the University of Alaska Anchorage.

Email/Phone – Please submit completed form to uaa.records@alaska.edu. A link to pay electronically will be sent to the email address indicated on this form.

In Person – Please submit completed form and cash/check payment to the Office of the Bursar, located in Eugene Short Hall, Suite 102. Visit www.uaa.alaska.edu/bursar for hours and contact information. Forms will be sent to the Office of the Registrar at uaa.records@alaska.edu to complete the transcript request.