

# Kansas State University

## Apostille Request Form

Students requesting a diploma or transcript to be sent to the Secretary of State's office for the apostille process please complete the following information and pay the applicable fees listed below. Please note, **this fee is non-refundable**, and does not replace the fees for a replacement diploma or transcript.

**Clearly print your name and information**

\_\_\_\_\_

Last Name	First Name	Middle Initial
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Name While Enrolled

\_\_\_\_\_

ID Number	Date of Birth (mm/dd/yy)
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\_\_\_\_\_

Email Address	Telephone Number
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**Select the Documents for the Apostille Process:**

Diploma provided by student \_\_\_\_\_ Transcript provided by student \_\_\_\_\_ Other \_\_\_\_\_  
Diploma request by student \_\_\_\_\_ Transcript requested by student \_\_\_\_\_

**Check Service Option:**

Certification of document(s)	\$15.00
Express Shipment to Secretary of State	\$25.00
Express Shipment of Completed Documents back to requestor	\$40.00

Address to forward the completed documents  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sum of Charges: \$ \_\_\_\_\_

**Payment Information**

Card Holder Name: \_\_\_\_\_  
Credit Card (Visa/MC/Discover/American Express): \_\_\_\_\_  
Credit Card Number: \_\_\_\_\_ Expiration Date (MM/YY): \_\_\_\_\_  
(By providing card holder information, you agree you are an authorized signer on the account.)

If you have any questions, please contact 785-532-6254 or ksugraduation@ksu.edu.