



REQUEST FOR CERTIFICATION OF UNIVERSITY DOCUMENTS

Name: [] UCID/last four # of SSN: []
Date of Birth [] Approx. Attendance Dates []
Phone: [] E-mail: []

I would like to request certification of the following document(s):

- [] Official transcript # of copies []
[] Transcript(s) enclosed
[] Transcript(s) ordered online and marked "Hold for Pick-up"

- [] Diploma photocopy* # of copies []

*Please note: You must provide a clean, black & white photocopy of your original diploma.

- [] Other (please specify) [] # of copies []

[] My order is part of a request for Apostille therefore I have enclosed the following items:

- [] Completed Request for Certification of University Documents Form
[] Completed IL Secretary of State Application for Apostille
[] Check/Money Order payable to Secretary of State in the amount of \$2 per document (e.g. 3 documents = \$6)
[] Copy of the document(s) to be certified by the Office of the University Registrar
[] Check/Money Order payable to University of Chicago in the amount of \$25 (up to 3 documents)/\$5 each additional
[] Pre-addressed, postage-paid envelope for the Secretary of State to use when sending apostilled documents

[] My order is not part of a request for Apostille. Please mail my certified documents to:

Mailing Address []
[]
[]
[]

Signature: [] Date: []

Mail the completed request form and appropriate checklist items to: Office of the University Registrar 1427 E. 60th Street Chicago, IL 60637