

BOWDOIN COLLEGE

Apostille Request

An Apostille is a special procedure and document established in 1961 to certify documents that are passed between countries. Signatory countries agree to recognize public documents issued by other signatory countries if those public documents are authenticated by the attachment of an internationally recognized form of authentication known as an "Apostille." The Apostille ensures that public documents issued in one signatory country will be recognized as valid in another signatory country. (<http://apostille.us/>)

An Apostille of a Bowdoin diploma or official transcript may only be obtained through the Maine Secretary of State after the document has been notarized through the Registrar's Office. An "Apostille" certifies the signature and the position of the notary who has certified the document.

To begin the process of obtaining an Apostille, students or alumni should submit this completed request form along with the selected document(s) in Section II. The document requested will be notarized and issued to the student in a signed, sealed envelope. Print the Form Request for Authentications/Apostilles and follow the Apostille instructions from the State of Maine website. <http://www.maine.gov/sos/cec/apostilles/>

Request for Notarization

I. Student Information

Name: _____ ID (if known) or Class: _____

Signature: _____

Phone: _____ Email: _____

II. Document to be notarized (check all that apply)

- Please provide notarization of the enclosed copy of my original diploma. This completed form and *copy* of diploma should be mailed to the Office of the Registrar.
- Please provide notarization of my official transcript. Upload this form when requesting an official transcript from National Student Clearinghouse. www.studentclearinghouse.org
- Please provide notarization of both my diploma and official transcript. Upload this form and a copy of the original diploma when requesting the transcript from National Student Clearinghouse. www.studentclearinghouse.org

III. Return Notarized Document to:

OFFICE OF THE REGISTRAR