

Application Form for an Apostille/State Seal on Transcripts

Complete this form and send it along with:

- UPENN Transcript Request Form
- University of Pennsylvania Fee
- Commonwealth of PA Fee

Mail to: Office of the University Registrar
University of Pennsylvania
3451 Walnut Street
150 Franklin Building
Philadelphia, PA 19104-6291

Name: _____ Date: _____

Country that Requires the Apostille/State Seal: _____

Penn ID Number (not Social Security Number): _____

Date of Birth: _____

Mailing Address: _____

Email Address: _____

Tele No: _____

Please send completed transcript to (if not to Mailing address above):

University Fees: (dependent upon return delivery option selected)

- \$60.00 (includes transcript, notary & delivery fees to Harrisburg as well as Express return delivery to a US address).
- \$90.00 (includes transcript, notary & delivery fees to Harrisburg as well as Express return delivery to an International address).
- Payment should be made by Check or Money Order in US Dollars; payable to "Trustees of the University of Pennsylvania." We cannot accept credit card payments.

Commonwealth of PA Fees:

- A second check payable to "Commonwealth of Pennsylvania" in the amount of \$15.00 (per document to be sealed) must be included to cover the costs assessed in Harrisburg.