



APOSTILLE REQUEST FORM

This form is required for the Office of the Registrar to authenticate, notarize and make available the Apostille process for Diplomas, Transcripts, and Enrollment or Degree Certifications.

The cost for the Apostille service is \$30.00 for two documents (diploma and transcript) and notarization. Standard shipping is included; International delivery will cost \$15.00 and expedited shipping via FedEx is \$25.00 for delivery in the United States. There is no additional charge for enrollment or degree certifications. You can mail this request form with any additional documents, a copy of your RMU, passport or state-issued photo ID, and applicable payment to the Office of the Registrar.

If you require a replacement diploma, we will send a Diploma Request Form to complete. Replacement diplomas require a fee and four to six weeks for processing.

Due to Payment Card Industry security standards, this request will not be accepted via email.

Name and Contact Information:

First and Last Name: _____ RMU ID # _____

Date of Birth: _____ Email: _____ Cell Phone # _____

The RMU document is being authenticated for the following country: _____

Document Information:

Document Mailing Address: _____

Signature: _____ Date: _____

Your signature acknowledges that you authorize the Apostille service, the release of your academic documents to the address provided, and charges.

Payment Information: \$30.00 for two documents with standard shipping included.

International delivery cost \$15.00

Expedited shipping cost \$25.00 for delivery in the United States through FedEx

Enclosed is a check or money order for the amount of \$ _____

Robert Morris University

Office of the Registrar

6001 University Boulevard, Moon Township, PA. 15108

Phone: 412-397-2223 Fax: 412-397-2528