APOSTILLE REQUEST FORM
REVISED 2025

This form is required for the Office of the Registrar to authenticate, notarize and make available the Apostille process for Diplomas and Transcript. You can mail this request form with any additional documents, a copy of your RMU, passport or state-issued photo ID

The cost for the Apostille service from the Commonwealth of Pennsylvania is $30.00 for two documents (diploma and transcript). **Please write and enclose a $30 check to the Commonwealth of Pennsylvania.**

RMU will print an official transcript on your behalf. You must mail us your diploma for the notary apostille service. 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.

To mail the documents to the Commonwealth of Pennsylvania, we must enclose a self-address stamped envelop for the return of the documents. The return address must be within the United States or addressed to RMU. This service to print your transcript, notarize the transcript and diploma, and mailing of documents is $30. **Please write and enclose a $30 check to the Robert Morris University.**

Name and Contact Information:

First and Last Name:_____ RMU ID #_____

Date of Birth:_____ Cell Phone #_____

Email:_____

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.

Robert Morris University
Office of the Registrar
6001 University Boulevard, Moon Township, PA. 15108
Phone: 412-397-2223 Email: registrar@rmu.edu