



**FAIRLEIGH  
DICKINSON  
UNIVERSITY**

**APOSTILLE DIPLOMA/TRANSCRIPT REQUEST**  
**Office of Enrollment Services (Metropolitan Campus)**  
**1000 River Road, T-KB1-05**  
**Teaneck, New Jersey 07666**  
**Phone : (201) 692-2472**  
**Fax : (201) 692-2209**

- Photo ID -- **A Copy of Government ID or Photo ID** must be attached to the request.
- Notarized -- **Form Must be Notarized**, along with the following information filled out completely.

Student's ID Number \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Name you attended under (maiden, if married) \_\_\_\_\_

Processing Fee: \$140.00                      Check # \_\_\_\_\_

Degree \_\_\_\_\_ Degree Date \_\_\_\_\_

Name to be Inscribed on Diploma: \_\_\_\_\_  
**(Please Print Clearly)**

Country in Need of Apostille: \_\_\_\_\_

**FedEx Fees:**

2 Transactions will take place & fees will vary based on the following information:

- 1<sup>st</sup> mailing will be to Trenton, NJ, which is through Domestic Federal Express
- 2<sup>nd</sup> mailing will be to your designated country/address, which is either through Domestic for the USA or International Federal Express for other countries.

**(Note: Federal Express Fees ONLY payable with a FedEx Account)**

*\*An Account can be set up by visiting: <http://www.fedex.com/us/oadr/>  
or call 1-800-503-1428*

FedEx Account Number: \_\_\_\_\_

Mail Diploma & Transcript to {**Please write Legibly & Clear**}:

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Sign your name \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Notary information & Seal