



**WASHINGTON AND LEE  
UNIVERSITY**

Office of the University Registrar  
Lexington, VA 24450-2116  
Phone: (540) 458-8455 FAX: (540) 458-8045  
Email: registrar@wlu.edu

**APOSTILLE REQUEST FORM**

Last four digits of SSN OR ID Number

Date of Birth (MM/DD/YYYY)

Full name under which you were registered as a student

Current Name - if different from student name

Requestor Address

Requestor Phone

Requestor Email

Document(s) to be Notarized:  Copy of Diploma  Transcript  Graduation Certification

If it is a copy of diploma, please scale down to standard letter size.

Name of the Country in which the Apostille will be presented:

Name and Address where Apostille is to be mailed:

Receiver Name

Street Address

City

State

Zip Code

Country

Receiver Phone Number

Receiver Email

Signature

Date

Apostilles cost \$75 for first document and \$10 for each additional document for same recipient. Please send this completed and signed form with your check or money order made out to Washington and Lee University to:

Washington and Lee University Registrar's Office  
Attn: Cassady Sapp  
204 West Washington Street  
Lexington, VA 24450

You may also pay using PayPal. Please email registrar@wlu.edu for more information.  
Please allow 5-6 weeks for delivery from receipt of request.