This form is provided for KSU students who need to have KSU documents verified for many purposes in foreign countries. When completed, print, sign and submit the form by one of the following methods: Fax (470) 578-9097; mail: Office of the Registrar, 585 Cobb Avenue, MD 0116, ATTN: Apostille Verification Request, Kennesaw, GA 30144-5591; scan and email form to registrar@kennesaw.edu; or bring the form to: **Kennesaw Campus** – Front Counter or **Marietta Campus** - Building B, M-F, 8 am to 5 pm.

APOSTILLE or FOREIGN USE STAMP REQUEST FORM
KENNESAW STATE UNIVERSITY

APOSTILLE REQUEST or FOREIGN USE STAMP

For a list of countries that accept the Apostille, click here.

NAME

KSU ID #

DOB (m/d/yyyy)

Other names used while at KSU

Phone Number

Email Address

Diploma Name

OFFICIAL TRANSCRIPT
(see ordering information below)

DIPLOMA ($30 each)
The $30 charge for each diploma requested will be placed on your student account and you will have 30 days to pay.

Number of Copies

Please be aware that this process takes 4-6 weeks to complete. Please allow your request enough time to be processed by the Office of the Registrar. During our heavy processing times (end of term, etc.), the turnaround time may expand beyond the 6 weeks. This process VERIFIES the documents as authentic. We DO NOT place the Apostille or Foreign Use Stamp on the documents. Directions on where to take the verified document(s) will be given upon pickup. **Photo ID is required for pickup.**

By signing below, I understand the processing time and agree to any fees that are charged if I request a diploma or diplomas.

Student Signature _____

Current Date

TO ORDER AN OFFICIAL TRANSCRIPT(S):

There is a $5 charge per transcript. You must order the transcript to picked up so we can process the Apostille or Foreign Use Stamp request. Please attach the form to your transcript request so it can be properly processed.

If you still have access to Owl Express, go to Student Records, Request an Official Transcript. **Follow the prompts, then attach this form, after you have signed it, to your request.**

If you DO NOT have access to Owl Express, go to registrar.kennesaw.edu/transcripts, **follow the prompts, then attach this form, after you have signed it, to your request.**

REV 4/25/17