

University of Oregon

Request for a Certified (Notarized) Copy of a Transcript or Diploma

Student Information (Required – Please Print!)

Last Name: _____

First Name & M.I.: _____

UO ID/SSN: _____

Contact Name: _____

E-mail Address: _____

Name & Address

(where to mail
transcript or diploma)

Part 1 (Required)

Check one or more of the following:

A \$10 special service fee is required for each notarized/certified document. Please use the Credit Card Charge Authorization on Page 2.

Certified Transcript

The University will print and certify a new copy of your transcript. **Do not include a transcript.** Your signature is required for release of academic transcripts from the University of Oregon.

Certified Diploma Copy

The University will certify a copy of your diploma which you **must** provide to us. **Mail the diploma copy to be certified to the address below.**

Certified Original Diploma

The University will certify your original diploma which you **must** provide to us. **Mail the diploma to be certified to the address below.**

Part 2 (Optional)

Apostille or authentication for transcript or diploma

In certain situations, students may be required to provide an Apostille along with the notarized transcript or diploma.

Country documents will be used in: _____

Document(s) to receive Apostille: _____

Download the "Authentication Application form" from the Oregon Secretary of State and mail it with your documents to the address below. The notarized diploma or transcript will be mailed to the Oregon Secretary of State along with the completed Authentication Application form.

Oregon Secretary of State Website: <http://www.filinginoregon.com/>

Mail this request form along with your diploma (if applicable) and "Authentication Application form" (if applicable) to: **Office of the Registrar, 5257 University of Oregon, Eugene, OR 97403-5257.**

Signature of UO Student or Alumnus: _____ Date: _____

Questions? Call us M-F, 8:00 am to 5:00 pm at: (541) 346-2935

CREDIT CARD CHARGE AUTHORIZATION

I hereby authorize The University of Oregon to charge my Visa or MasterCard charge account with the amount shown below.

Circle ONE: VISA MASTERCARD

Cardholder's name (print): _____

Card number: _____

Amount: \$ _____ Expiration Date: _____

Cardholder's signature: _____

Credit Card Billing Address: _____

Student Name (print): _____

Today's Date: _____

Notarization Policy

University of Oregon
Office of the Registrar

Ordering

The University of Oregon charges a \$10 special service fee for notarized/certified documents. Processing time is three to five business days from receipt of request. **You will be charged \$10 per copy for each notarized/certified document ordered.**

Send the completed form to:

Office of the Registrar/Graduation
5257 University of Oregon
Eugene, OR 97403-5257

To order a notarized/certified diploma or other student record document go to:

http://registrar.uoregon.edu/former_students/diploma#NotarizedCertified_Copy_of_Diploma

You may also fax your order to: **(541) 346-6682**

Your correspondence should include the following:

- Written signature (a computer-generated signature cannot be accepted)
- UO Id number or Social Security Number
- Name(s) while attending UO
- Telephone number or e-mail where we can reach you during the day
- Address to which documents will be sent
- Include special instructions like notarizing the original diploma
- Payment for notarial/certification fee must be paid by credit card

Exclusions:

- Telephone requests cannot be honored.
- Transcripts will not be issued if the Office of Business Affairs and/or the Dean of Students Office have placed a transcript hold on an academic record.
- The University of Oregon will not notarize/certify transcripts of academic work from other institutions. You must contact the original institution.

For more information about requesting a notarized/certified document, or to inquire about an order, please call (541) 346-2935.