



MIDDLE GEORGIA STATE UNIVERSITY
APOSTILLE or FOREIGN USE STAMP REQUEST FORM

This form is provided for MGA students who need to have MGA documents verified in foreign countries. When completed, print, sign and submit the form by one of the following methods: Fax (478) 757-2621; mail: Office of the Registrar, ATTN: Apostille Verification Request, 100 University Parkway, Macon, GA 31206; scan and email form to registrar@mga.edu; or bring the form to: **Macon Campus** – Front Counter or **Cochran Campus** – Grace Hall, during hours of operation.

APOSTILLE REQUEST or FOREIGN USE STAMP

For a list of countries that accept the Apostille, click [here](#).

NAME: _____ MGA ID: _____ DOB (m/d/yyyy): _____ Phone Number: _____

Other names used while at MGA: _____ Email Address: _____

Diploma Name: _____ Graduation Term and Year: _____

DIPLOMA (\$35-Undergraduate; \$50-Graduate/Doctorate per copy)

Number of Copies

Acceptable Payment Methods

- **PAY ONLINE:** Click [HERE](#). Must use your student ID no. & password (keep your receipt)
- **CREDIT CARD or CASH:** Payment must be made at the Bursar's Office. Do not mail cash.
- **CHECK or MONEY ORDER:** Make payable to Middle Georgia State University, attach to the form, and mail to:
Middle Georgia State University, Attn: Bursar's Office, 100 University Parkway, Macon, GA 31206

Include Student ID # (or Social Security #) on check, as well as a note that it is for an "Apostille" request.

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, graduation, 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(s).

Student Signature: _____

Current Date: _____

OFFICIAL TRANSCRIPT (see ordering information below):

TO ORDER AN OFFICIAL TRANSCRIPT(S):

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

If you DO NOT have access to SWORDS, go to <https://www.credentials-inc.com/tplus/?ALUMTRO001581>, follow the prompts, and then attach this form to your request after you have signed it.

There is a \$10 charge per transcript. A prompt in the transcript ordering process will allow you to select "Apostille". Please select the method and upload the completed form. This will ensure proper processing and pickup in our office on the Macon or Cochran Campus.