

STUDENT RECORDS AUTHENTICATION FORM

It is very important to verify exactly what the school, employer or government needs for authenticating/validating/legalizing education. Each School/Company/Embassy has their own requirements and if the correct documents are not submitted in the correct form it may affect you negatively.

Please note that the processing of the notarization usually takes 3 - 5 business days
(perhaps longer during busy times, holidays or vacation time).

The State Department states that Apostilles can take up to 6 weeks for processing so please plan accordingly.

After reading all of the instructions on page 3 and 4 please contact Christine Finn at cfinn@bentley.edu with questions.

YOUR INFORMATION:

Name: _____ Bentley ID: _____

Date of Birth: _____ Date of graduation or attendance: _____

Address: _____

City: _____ State: _____ Zip: _____

Country: _____

Telephone: _____ Email: _____

WHAT DO YOU NEED:

TRANSCRIPT – transcripts are ordered through [Parchment](#)

Notarize

Notarize and Apostille Federal Express Account number: _____

Order number: _____ Date Ordered: _____

DIPLOMA - you must send the original diploma, there is only one diploma and it is given to the student.

Notarize

Notarize and Apostille Federal Express Account number: _____

HOW DO YOU WANT TO RECEIVE THE DOCUMENT(S):

Your documents are being picked up by (they must provide a Bentley ID or government photo ID):

Name: _____ Telephone: _____

Your documents are being sent to your address above

Your documents are being sent to a different address:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Country: _____ Telephone: _____

Signature: _____ Date: _____

STUDENT RECORDS AUTHENTICATION FORM

If you need to authenticate your diploma you MUST send the ORIGINAL diploma, diplomas are given to the student, we do not have copies.

If you need to send a check for an Apostille you must get a check, we cannot do this for you (most international banks can provide this for you).

To receive a notarized transcript:

- [order a transcript here](#)
- Login in or create your account
- Click on "Send to Yourself, Another Individual or Third Party"
- Product type should be "Paper Transcript- Pickup"
- Recipient Name should be "Christine Finn"
- Send an email to cfinn@bentley.edu and attach Student Records Authentication Form

To receive an Apostille for your transcript please provide the following:

FIRST STEP: Order transcript following instructions above

SECOND STEP: Please mail:

- Student Records Authentication Form
- Check, money order, or travelers check for \$6.00 US (for each Apostille, one check can be written for multiple Apostilles) made out to:
The Commonwealth of Massachusetts - **please note the country of destination on the check**
- Federal Express account number. You will be charged for:
 1. the notarized copy to be sent to the State Department
 2. the Apostille to be sent from the State Department to yourself

This information should be mailed to:

Bentley College
Office of the Registrar
Attn: Chris
175 Forest Street
Waltham, MA 02452-4705

If you do not have a FedEx account you can get one at www.fedex.com.

If you do not wish to open an account please provide the following:

- Postage paid envelope (that will hold 8 1/2 inches x 11 inches papers) addressed to:
Secretary of the Commonwealth
Commission Section, Room 1719
One Ashburton Place
Boston, MA 02108
- Postage paid envelope (that will hold 8 1/2 inches x 11 inches papers) addressed to yourself

*** Please note that you should be supplying **2** postage paid envelopes, **1** for the Secretary of the Commonwealth, and **1** to be sent back to you.

STUDENT RECORDS AUTHENTICATION FORM

To receive a notarized/certified copy of your diploma please provide:

- Student Records Authentication Form
- The **ORIGINAL** Diploma (please include the binder to protect in shipping, do not send it in a frame)
- Federal Express account number. You will be charged for the original diploma to be sent back to you along with the notarization.

This information should be mailed to:

Bentley College
Office of the Registrar
Attn: Chris
175 Forest Street
Waltham, MA 02452-4705

If you do not have a FedEx account you can get one at www.fedex.com.

If you do not wish to open an account please provide the following:

- Postage paid envelope (remember that the diploma is 15 1/2 x 12 1/2 x 1/2 inches) addressed to yourself

To receive an Apostille for your diploma please provide the following:

- Student Records Authentication Form
- Check, money order, or travelers check for \$6.00 US (for each Apostille) made out to:
The Commonwealth of Massachusetts - **please note the country of destination on the check**
- The **ORIGINAL** Diploma (please include the binder to protect in shipping, do not send it in a frame)
- Federal Express account number
You will be charged for:
 1. the original diploma to be sent back to you (I do not send it to the State Department)
 2. the notarized copy to be sent to the State Department
 3. the Apostille to be sent from the State Department to yourself

This information should be mailed to:

Bentley College
Office of the Registrar
Attn: Chris
175 Forest Street
Waltham, MA 02452-4705

If you do not have a FedEx account you can get one at www.fedex.com.

If you do not wish to open an account please provide the following:

- Postage paid envelope (that will hold 8 1/2 inches x 11 inches papers) addressed to:
Secretary of the Commonwealth
Commission Section, Room 1719
One Ashburton Place
Boston, MA 02108
- Postage paid envelope (that will hold 8 1/2 inches x 11 inches papers) addressed to yourself
- Self addressed, postage paid envelope to receive your diploma back
(remember that the diploma is 15 1/2 x 12 1/2 x 1/2 inches)

*** Please note that you should be supplying **3** postage paid envelopes, **1** for the Secretary of the Commonwealth, and **2** to be sent back to you.