

TRANSCRIPT AUTHENTICATION REQUEST FORM

Office of Registration and Records, Northern Illinois University
Williston Hall Rm 220, DeKalb, IL 60115
Phone: 815-753-0681 Email: regrec@niu.edu

This form is required for the Office of Registration and Records to complete the authentication process for **Transcripts** and is not intended for simply [ordering an official transcript](#). Please allow 1-2 days processing time for this authentication to be completed. For authenticated diploma(s), please complete a separate Diploma Authentication Request Form. Authentication service is \$10.00 per document **plus** \$8 per official transcript.

Legal Name and Contact Information:

Name: _____ Last name: _____
Include (Former Last Name) if applicable

Student ID# _____ or last 4 of SSN: _____ DOB: Month _____ Day _____

Email: _____ Phone #: _____ GRAD Yr. _____ GRAD Sem _____

Document Information: Indicate where authenticated transcript is to be mailed

Document Mailing Address: _____

Or full name of person authorized/designated to pick up these documents _____

NOTE – Proper identification will be required from student or authorized designee to obtain these documents if picking them up in person. There are no exceptions in this matter.

This NIU document is being authenticated for the following country: _____

AUTHENTICATED TRANSCRIPT SERVICE

- I hereby request _____ authenticated official transcripts and authorize the release of my official transcript with my signature below. I understand official transcripts are \$8 per transcript and \$10 per document authenticated (\$18 total per document).
- I hereby request and designate that my authenticated transcript(s) be mailed directly to the Illinois Secretary of State for apostille processing. **I am including or have mailed to NIU** 1) a separate completed [Illinois Application for Authentication](#) for each document for apostille processing; 2) a cashier's check or money order payable to the Illinois Secretary of State for \$2 per document for apostille authentication; and 3) a self-addressed, prepaid envelope or mailing label for the Secretary of State's office to use to send the apostille authenticated transcripts to me. **NOTE:** Incomplete packets will not be processed. You assume responsibility for having correctly self-addressed envelopes/ mailing labels and prepaying correct amount of postage.

PAYMENT INFORMATION

Payment Information: Payment to Northern Illinois University for transcripts and authentication service is required before the authenticated document is issued. Check or money orders payable to Northern Illinois University may be mailed or delivered with the request. To pay by credit card (Visa or MasterCard only) with mailed or e-mailed orders, you must call the Office of Registration and Records at (815) 753-1189. **Registration and Records will not accept credit card information via email.** You may use a credit card, cash, money order or check when paying in person.

Please sign below to acknowledge that you authorize Northern Illinois University to release your academic documents, provide authentication service, and mail or deliver the documents to the address you provided above or to your designee, as indicated above.

Student Signature _____ Date _____

EMAIL COMPLETED AND SIGNED FORM TO REGREC@NIU.EDU