



APOSTILLE REQUEST

PLEASE PRINT CLEARLY

Financial obligations to the University must be cleared before request will be honored. Requests are processed within three to five business days. Receipt of Apostille documentation can take up to six weeks to receive from the Secretary of State.

Student Name: *(named used when enrolled)*: _____

Current Address: _____

Dates of attendance and year of graduation: _____

Date of Birth: _____ Phone: _____

Email Address: _____

Country for which Apostille is intended _____ Number of request _____

Type of document or documents requiring Apostille *(diploma, transcript, etc.)*: _____

NOTE: A copy of your diploma must be submitted with this request. If you do not have a copy, there is a \$35 reorder fee on all diplomas. King transcripts will be provided.

Return address (if different from submitter information above) _____

Signature: _____ Date: _____

There is a \$30 charge for each request. Please send check or money order to the address below.

Return your completed request in person, or by mail to:

King University

Office of Registration and Records

1350 King College Rd

Bristol, TN 37620

For Office Use Only: Date Received: _____ Date Mail to State of TN: _____ Initials: _____