

Today's Date

Student's Name

MVC ID number or Date of Birth

Contact Street Address

City, State Zip Code

E-mail

Registrar's Office
Missouri Valley College
500 E College Street
Marshall, MO 65340

RE: Credit card authorization for FedEx shipping charges from MVC (for my documents bearing Apostille seal)

I, **NAME OF STUDENT**, am hereby giving the authorization to Missouri Valley College to charge my credit card for the cost of the shipping charges from MVC to my address below. I am enclosing the following items to facilitate this process:

Credit Card information-

Credit Card Owner's Name: (as printed on the card)	
Credit Card Type: (MasterCard, Visa, American Express, or Discover)	
Credit Card Number:	
Credit Card Expiration Date and Security code (back of card) :	
Card Owner Signature:	

Please ship my documents to-

COUNTRY:	
CONTACT NAME:	
ADDRESS 1:	
(ADDRESS 2 - optional):	
POSTAL CODE:	

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CITY:	
PHONE NUMBER:	
EMAIL:	
THIS IS A RESIDENTIAL ADDRESS:	(circle) YES or NO

Sincerely,

STUDENT'S SIGNATURE

Today's Date

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Commissions

Secretary of State's Office

600 West Main, Room 322

Jefferson City, MO 65101

To Whom It May Concern:

I am [STUDENT'S NAME], a citizen of [COUNTRY]. I am hereby requesting the Apostille authentication for the following enclosed notarized document(s):

- Official Student Transcript
- Official Student Diploma

Destination for authenticated documents: [ENTER COUNTRY]

Purpose: [WRITE THE PURPOSE FOR WHICH THE DOCUMENTS WILL BE USED, EXAMPLE – CONTINUING EDUCATION, DEGREE VALIDATION, JOB, ETC.]

I have enclosed an addressed return FedEx envelope with paid return postage for your convenience. I am giving you the authorization to charge the \$10.00 per document fee to this credit card:

Credit Card Owner's Name: (as printed on the card)	
Credit Card Type: (MasterCard, Visa, American Express, or Discover)	
Credit Card Number:	
Credit Card Expiration Date and Security code (back of card):	
Card Owner Signature:	

Sincerely,

[STUDENT SIGNATURE]

[Student's Name - typed]

Today's Date

Student's Name

MVC ID number or Date of Birth

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E-mail

Registrar's Office
500 E College Street
Marshall, MO 65340

RE: Apostille Request for **LAST NAME, FIRST NAME (MVC ID NUMBER or DATE OF BIRTH)**

I, **NAME OF STUDENT**, am hereby submitting this request for the issuance and notarization of the documents listed below for the purpose of validating my degree record in my country of **COUNTRY** utilizing the Apostille process.

1. Official Student Transcript
2. Official Student Diploma

I am enclosing the following items to facilitate this process:

- A credit card authorization for MVC as follows:
 - \$50 as requested by MVC Apostille policy (\$5 for student transcript and \$45 for diploma)
 - \$50 for FedEx shipment from MVC to the Secretary of State's office and back to MVC
- A credit card authorization letter to the Secretary of State's Office for \$20 total
- You will shortly receive a notice of prepaid shipping labels for:
 - FedEx shipment from Commissions, Secretary of State's Office to myself.

Please contact me if additional information is needed.

Credit Card Owner's Name: (as printed on the card)	
Credit Card Type: (MasterCard, Visa, American Express, or Discover)	
Credit Card Number:	
Credit Card Expiration Date and Security code (back of card):	
Card Owner Signature:	

Today's Date

Student's Name

MVC ID number or Date of Birth

Contact Street Address

City, State Zip Code

E-mail

Sincerely,

STUDENT'S SIGNATURE