

Apostille process in 3 steps

STEP 1

- Request notarization of official transcript and diploma, and provide the authorization to MVC to charge your credit card*** for a total of \$100 (template on page 2) ***a 2.5% service charge applies to all credit card payments
 - \$45 for diploma
 - \$5 for official transcripts
 - \$50 for FedEx shipping cost from MVC to Secretary of State's Office and back to MVC

STEP 2

- Write a letter to the Secretary of State's office requesting Apostille and giving them the authorization to charge \$20 (\$10 per document) to your credit card for the Apostille (template on page 3)

STEP 3

- Give authorization to MVC to charge your credit card*** for FedEx shipment cost from MVC to your address. (template on page 4) ***a 2.5% service charge applies to all credit card payments
 - Shipping charges will be determined based on your destination address

Student's Name
Contact Street Address
City, State Zip Code
E-mail

**STEP 1
TEMPLATE**

Today's date

Registrar's Office
Missouri Valley College
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 in my home country of **COUNTRY** utilizing the Apostille process.

- 1. Official Student Transcript**
- 2. Photocopy of 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 (*\$45 for a diploma, \$5 for student transcript*), and \$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 please include this letter in the shipment to Commissions**

You will shortly receive a notice of prepaid shipping labels from UEMS Eship Global for:

- FedEx shipment from Commissions, Secretary of State's Office, 600 West Main, Room 322, Jefferson City, MO 65101 to myself – **please include this label with FedEx envelope in the shipment to Commissions**

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:	
Card Owner Signature:	

Sincerely,

STUDENT'S SIGNATURE

Student's Name
Contact Street Address
City, State Zip Code
E-mail

STEP 2
TEMPLATE

Today's date

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**
- **Photocopy of 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:	
Card Owner Signature:	

Sincerely,

[STUDENT SIGNATURE]
[Student's Name - typed]

Student's Name
MVC ID number or Date of Birth
Contact Street Address
City, State Zip Code
E-mail

STEP 3
TEMPLATE

Today's date

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:	
Card Owner Signature:	

Please ship my documents to:

COUNTRY:
(COMPANY - optional):
CONTACT NAME:
ADDRESS 1:
(ADDRESS 2 - optional):
POSTAL CODE:
CITY:
PHONE NUMBER:
THIS IS A RESIDENTIAL ADDRESS (circle): YES NO
RECIPIENT'S EMAIL FOR SHIPMENT NOTIFICATION:

Sincerely,

STUDENT'S SIGNATURE