



Transcript Request Form for Apostille

La Salle will handle the notarization of the transcripts, but you must pay the cost. The cost of notarization is \$85.00. Payment may be made via a check or a wired fee. Checks must be made payable to "La Salle University." Please visit our website for instructions on wiring payment.

Personal Information:

Name: _____ **Maiden Name:** _____

Student ID# (if known): _____

Date of Birth: _____

E-mail Address: _____ **Home Phone:** _____

Are you currently enrolled at La Salle? ____ Yes ____ No, **Dates of Attendance:** _____

Please indicate the *number* of transcripts per level that you are requesting:

Undergraduate: _____ **Graduate:** _____ **Doctoral:** _____

Send Transcript(s): ____ Immediately upon receipt of request
____ After final grades are posted
____ After degree has been conferred

Please print the address where you would like to have your transcript(s) sent. Include a department and/or contact person where applicable:

Signature: _____ **Date:** _____

****No request will be honored for those individuals with outstanding balances owed to**
La Salle University.**