



Office of the Registrar  
UNIVERSITY OF GEORGIA

Office of the Registrar  
University of Georgia  
Holmes/Hunter Academic Bldg.  
Athens, GA 30602-6113

## Transcript Request for Apostille or Great Seal

Official documents issued in one country and intended to be used in another country must be authenticated in order to be recognized as valid. If a student has accepted employment outside of the United States or is returning home to a country outside of the United States, he or she may need to have a notarized official transcript and/or diploma legalized by either an Apostille or the Great Seal.

### Instructions

This form is required for current or former UGA students requesting a printed and notarized transcript for the purposes of obtaining the Apostille or Great Seal.

Payment in the form of a money order or corporate check in the amount of \$8.00 per transcript made payable to the University of Georgia must accompany this request.

Please use a separate form for each recipient.

### Student Information

Student Name:

UGA ID Number:

Do not enter your SSN

Student Name while attending:

(if different than above)

Date of Birth:

Student's current email address:

Student's current phone number:

Year graduated or year last attended:

Degree Received or Degree Sought:

### Recipient Information

Recipient Name:

Recipient Institution:

Address:

Please sign below:

[Please click here to review FERPA guidelines.](#)

By signing digitally or in ink in the box above, I have read and agree to abide by UGA's guidelines on FERPA and give permission for the University of Georgia to release my official transcript as requested above  
Transcript cannot be released without student's signature.

Most recipients (especially academic institutions) do not consider a transcript as "official" if it has been issued to the student. Please be sure to send the transcript directly to the actual recipient.

Please allow 6 to 13 days for processing and delivery.

All financial obligations with the University must be satisfied before a transcript can be released.

If you have questions or concerns, please email the Office of the Registrar at [reghelp@uga.edu](mailto:reghelp@uga.edu)