

Name: _____ SID or last 4 of SSN: _____

Previous names while attending: _____

Graduation date or last date of attendance: _____

Item(s) to be notarized

Marian University Diploma

If you do not have your original diploma, you MUST place an order via Parchment for a replacement diploma and select the notarization option. There is a \$50 fee for the notarization and reprint. Please allow 7-10 business days for reprinting with notarization.

Please select from the below options:

- I am providing my original diploma to be notarized
- I am providing my original diploma to be used for copies, # of copies notarized _____

Official Marian University transcript:

PLEASE PLACE TRANSCRIPT REQUEST IN PARCHMENT

When requesting in Parchment you MUST select the pick-up option (even if you want it mailed) so we can pull the order out and notarize it manually. If you would like it mailed, please provide the address below in the delivery options area. There is NO option for electronic delivery of a notarized transcript.

Other, please specify:

Delivery Options:

- I will pick up my notarized documents in person (processing time is 3-5 business days, 7-10 business days for re-printed diplomas.)
- Please mail my notarized document(s) to the below listed address. Please note these will be sent standard USPS with no tracking option.

Mailing Address:

Student signature*: _____ Date: _____

*This document requires an original/legal signature. A typed in name will not be accepted as a signature.

Office use only

Notary/Staff Initials _____ Date completed _____

Date picked up _____ Date mailed _____