



420 West Main Street
Danville, VA 24541
Phone: (434) 791-5093 or 1-800-AVERETT, Ext. 15093
Fax: (434) 791-7181

Apostille Request Form

Averett University is unable to accept requests for apostilles online. Please complete the form, print a copy and either mail or fax it as specified in the instructions. *This form is not complete without the student's hand-written signature.*

Present full name: _____ ID #: _____
Middle name: _____ Maiden name: _____
Current address: _____
Daytime Phone: _____ Email: _____
Date of Birth: _____ Graduation date: _____
Degree awarded: _____

A good quality photocopy of the diploma has to be sent with this request form. If unavailable, the student must submit a Duplicate Diploma request form and additional payment along with the apostille form.

Send my apostille to:

Fees:

There is a \$7 charge for each apostille.

Number of copies: _____

Payment must accompany request.

To pay for your Apostille, please go to www.averett.edu, click on **My Averett**, and then on **PC Self-Service**. Please login to PC Self-Service. *(If you do not know your login and password please scroll down on the My Averett page until you get to **Technology at Averett**. In the fourth paragraph you will see a link to request a login and password. Please fill out this request form.)* Once logged in to PC Self-Service, click on the **Finances** tab, then on **Balance** and on **Make a Payment**. You will need to click on **Make a Payment** again and then select the **Apostille** option. Like any other online shopping, complete all the required information. When the payment process is complete, please print your receipt and send it along with your request form.

Signature of student:

Date: _____

Apostilles will be sent within 10 days from date of receipt.