



## OFFICE OF THE REGISTRAR

231 Forest Street • Hollister Hall • Babson Park, MA 02457  
Tel: 781.239.4519 • Fax: 781.239.5618 • registrar@babson.edu • www.babson.edu/registrar

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## APOSTILLE INSTRUCTIONS

An Apostille is issued by the Secretary of State and is used to authenticate a document. You can find more information [here](#) and [here](#).

Once we have the appropriate items from you, the Babson College Registrar will certify the record (diploma/transcript) in the presence of our Notary. The Notary will then notarize the signature of the College Registrar. We then send this document, along with the corresponding items, to the Secretary of State for the Commonwealth of Massachusetts for an Apostille. The Commonwealth of Massachusetts charges you a fee of \$6.00 per document (regardless of the number of pages each document is) for an Apostille. The Secretary of State's office then mails the document to you directly.

### Here is what you need:

1. Request form. Please complete the diploma request form and/or transcript request form, as needed.
  - Your handwritten signature is required.
  - On the form, please note that the document needs a notarization and an Apostille.
  - Also please indicate which country is requesting this document as the Massachusetts Secretary of State's office requires this information.
2. Check or money order for the cost of the diploma(s).
  - The fee for a diploma is \$50.00 per degree per copy.
  - Check or money order should be made payable to Babson College.
3. Check or money order for the cost of the Apostille.
  - The fee for an Apostille is \$6.00 per document (regardless of the number of pages each document is).
  - Check or money orders should be made payable to the Commonwealth of Massachusetts.
4. Large (about 11x14) self-addressed, stamped envelope. The Secretary of State's office will use this to send your transcript/diploma to you.
  - Make sure the address and postage are correct.

Put your diploma and/or transcript request form, checks or money orders, and self-addressed stamped envelope together in a separate envelope and mail it to:

Babson College  
Registrar's Office  
231 Forest Street  
Babson Park, MA 02457  
USA