

Application Form for Electronic Notarization of Diploma

*(If paying by check or money order, this form must be notarized **OR** accompanied by a copy of the photo page of the graduate's passport. If paying online, no additional proof of identify is required.)*

Complete this form and send it to:

Diploma Coordinator
Office of the University Secretary
University of Pennsylvania
1 College Hall, Room 211
Philadelphia, PA 19104-6303

E-mail: diplomas@pobox.upenn.edu

Name: _____ Date of Request: _____

Degree Information:

School (e.g., Med, Vet, Wharton, etc.): _____

Degree (e.g., BA, MBA, etc.): _____ Graduation Month/Year: _____

Date of Birth: _____ 8-digit PennCard Number (if known): _____

Mailing Address: _____

Mailing Address 2: _____

City: _____ State/Province: _____

Country: _____ Postal Code: _____

Email Address: _____ Phone: _____

PLEASE INCLUDE A SCAN OF THE DIPLOMA TO BE NOTARIZED

The document to be notarized must be a digital scan. Please submit the digital scan at the same time you submit this form.

I understand that I must include a digital scan of my diploma with this request.

If you know your PennKey, you can submit your payment online at: <https://onlinediplomarequest.apps.upenn.edu/>

If paying by check or money order, please make it payable to the 'Trustees of the University of Pennsylvania.'

Notarization and Processing Fee:

_____ \$15 **per diploma** to be notarized

Delivery:

All electronic documents will be sent to you or your designee via e-mail.

TOTAL AMOUNT OF PAYMENT: _____ Please check one:
 Online Payment Check Money Order

If making your payment online, you must still submit this form and the diploma scan to diplomas@pobox.upenn.edu

I hereby certify that the above statements are true. I understand that The University of Pennsylvania reserves the right to institute any appropriate legal or other proceedings for misrepresentation of the information stated above or in case of fraud.

GRADUATE SIGNATURE _____ DATE _____

NOTARY SIGNATURE _____ DATE _____

COMMISSION EXPIRATION _____

September 2021