Application Form for an Electronic Diploma Translation

*==(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, you do not need to submit this form.**)==*

Complete this form and send it with payment to:

Diploma Coordinator   E-mail: diplomas@pobox.upenn.edu
Office of the University Secretary
University of Pennsylvania
1 College Hall, Room 211
Philadelphia, PA 19104-6303

Name of Graduate:_____ 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:_____

     Translation Fee:

         _____ $1.00 Electronic Diploma Translation **(not notarized)**

         _____ $15.00 **Notarized** Electronic Diploma Translation

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

Fees should be paid with a check or money order in US dollars, made payable to the 'Trustees of the University of Pennsylvania.'

Please check one:

TOTAL AMOUNT OF PAYMENT: _____ ☐ **Check**   ☐ **Money Order**

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.

STUDENT SIGNATURE _____ DATE _____

NOTARY SIGNATURE _____ DATE _____

COMMISSION EXPIRATION _____

If you have questions, please contact: diplomas@pobox.upenn.edu

Revised September 2021