

Application Form for Electronic Notarization of Diploma – 2020

(This form is only valid while the University is working remotely due to COVID-19 restrictions.)

Complete this form and send it to:

Diploma Coordinator

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): _____

Email Address: _____ Phone: _____

PLEASE INCLUDE THE DOCUMENT TO BE NOTARIZED

The document to be notarized must be a digital scan. **We are unable to notarize hard copies of diplomas during COVID-19 restrictions. 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.

PAYMENT

To receive payment instructions, please send an e-mail to diplomas@pobox.upenn.edu.

Electronic Notarization and Processing Fee:

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

TOTAL AMOUNT OF PAYMENT: _____