

Procedure for Obtaining an Apostille Certification

1) Submit official request to the Office of the Registrar at registrar@wwvc.edu identifying the following:

- Specific documents in need of the apostille:
 - Official transcripts may be requested by using the online request link located on the Wesleyan website under Academics/Academic Services. Please specify the delivery of the official transcript to the Office of the Registrar, WV Wesleyan College by noting in the comment section the need for an Apostille. If the request includes the diploma, the student must request a replacement diploma (fee charged) from the Academic Affairs Office by calling 304-473-8042 or emailing academicaffairs@wwvc.edu.
- Country to which the documents are to be sent.
- The return address to which the documents will need to be mailed.

2) For each certification required, a check or money order, drawn on a U.S. bank payable to the WV Secretary of State in the amount of \$10 per certification must be submitted to the Office of the Registrar to be included in the prepared documentation. The Office of the Registrar will prepare the notarized documents and submit the compiled request to the WV Secretary of State. Once we are in receipt of the Apostille, the documentation will be sent to the requested address by U.S. Mail.

3) If you need express mail services to deliver the documents directly from the WV Secretary of State's Office, a prepaid return Express Mail packet or a FedEx, UPS or other shipping service packet with your account number must be submitted to the Office of the Registrar to include in the request, otherwise U.S. Mail service will be utilized once the documentation is received from the WV Secretary of State.

4) Please allow a minimum of two weeks for the documents to be apostilled.