



Request & Authorization for Document Apostille

An **Apostille** is a form of legal authentication that validates your official Saginaw Valley State University (SVSU) academic documents for use in a foreign country. Because this process requires off-campus legal steps, the Office of International Programs will manage this on your behalf.

Processing Windows

We batch and submit Apostille requests exactly **three times per year**. Please submit your request during one of our active windows:

- **Fall Window:** Opens August 22, 2026 – Closes December 18, 2026
- **Winter Window:** Opens December 19, 2026 – Closes May 14, 2027
- **Summer Window:** Opens May 15, 2026 – Closes August 21, 2026

Shipping Fee & Payment Confirmation

Because international and domestic shipping rates vary by destination, a **specific shipping fee will be calculated based on the address you provide below**.

***Important:** Once your documents are ready, we will calculate the exact shipping cost and email you an invoice. Your documents will **not** be mailed until this shipping payment has been fully confirmed.

Student Information

Name:	SVSU ID:
Semester & Year of Graduation:	Major:

Documents Requested for Apostille (Check all that apply)

Official Transcripts Diploma (\$13 USD additional fee)

Authorization Statement

By completing and signing this form, I confirm that I authorize the Office of International Programs to request official transcripts and/or diploma on my behalf. I further request and authorize that these documents be notarized by a Notary Public and taken to receive an Apostille from the State of Michigan.

Signature of Requesting Student:	Date:
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**SAGINAW VALLEY
STATE UNIVERSITY**

**INTERNATIONAL
PROGRAMS**

Mailing & Contact Information

Mail to (Name):		
Mail to (Address):		
City:	State/Province:	Zip:
Country:		
Contact Telephone Number:		
Contact Email:		

Email completed form to hrturk@svsu.edu.