

Apostille Ordering Process:

The HGSE Registrar's Office is happy to assist in the process of obtaining an apostilled document. The first step in this process is to mail our office your documents, labels, and fees. Next you complete the Request for an Apostilled Document form. Once everything has arrived to our office then your documents will be processed. The process for apostille can sometimes be a lengthy one and take anywhere from 2 weeks to 6 weeks depending on the State office and how backed up they are, so please plan accordingly. Should you have questions please reach out to our office at registrar@gse.harvard.edu

Required Documentation

Diploma

The Commonwealth charges \$6 per apostille. We will need you to mail the following to our office:

1. The original diploma (we do not keep copies of previously issued diplomas)
2. A check made payable to the Commonwealth of Massachusetts for \$6 per apostille requested. Please make sure it's made payable to the Commonwealth of Massachusetts and **NOT Harvard University**. Please provide one check or money order per document.
3. A FedEx account number (or prepaid shipping label) to cover the following shipments:
 - a. Harvard to the Commonwealth
 - b. Commonwealth back to you or the organization requesting the apostille. Please provide the full mailing information including a local phone number.
 - c. Addresses:

HGSE: Office of the Registrar, 13 Appian Way, Cambridge, MA 02138
Commonwealth: Secretary of the Commonwealth- Commissions Section, One Ashburton Place, Room 1719 Boston, MA 02108

Upon receipt of this documentation, we will send your notarized diploma to the Commonwealth of Massachusetts. The Commonwealth will then apply the apostille and send the diploma to you, which may take 2-3 weeks.

Transcript

The Commonwealth charges \$6 per apostille. We will need you to mail the following to our office:

1. An official transcript, which can be ordered [here](#).
 - a. Order paper copy of your transcript to be sent to our office at 13 Appian Way, Cambridge, MA 02138.
2. A check made payable to the Commonwealth of Massachusetts for \$6 per apostille requested. Please make sure it's made payable to the Commonwealth of Massachusetts and NOT Harvard University. Please provide one check or money order per document.
3. A FedEx account number (or prepaid shipping label) to cover the following shipments:
 - a. Harvard to the Commonwealth
 - b. Commonwealth back to you or the organization requesting the apostille. Please provide the full mailing information including a local phone number.
 - c. Addresses:

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Commonwealth: Secretary of the Commonwealth- Commissions Section, One Ashburton Place, Room 1719 Boston, MA 02108

Upon receipt of this documentation, we will send your notarized transcript to the Commonwealth of Massachusetts. The Commonwealth will then apply the apostille and send the diploma to you, which may take 2-3 weeks.