APOSTILLE PROCEDURE/REQUIREMENTS

In order to have your diploma apostilled by the Commonwealth of Massachusetts the Commencement Office requires you to provide us with the following:

- Original diploma or request replacement diploma through Commencement Office for a fee
  - Diploma will be notarized by someone in Commencement Office or the Office of the Registrar
- $6.00 check made out to the Commonwealth of Massachusetts (the Commonwealth will not accept cash, credit cards, foreign currency or money orders in foreign currency).
- A letter addressed to the Secretary of the Commonwealth requesting the Apostille and including all instructions and necessary forwarding information
- A self-addressed postage paid envelope (use the address where you would like the apostilled diploma sent).
- Please send the required documents and payment to:
  - Northeastern University
    Commencement Office
    360 Huntington Ave
    230 Cushing Hall
    Boston, MA 02115
- Click here for Secretary of the Commonwealth guidelines:
  http://www.sec.state.ma.us/pre/precom/comidx.htm
- Please note: We cannot quote a timeline on behalf of the Commonwealth of Massachusetts for the process.