

CAS . ST R R S R . U I . RSTIY
Re e i N a a i U e D c e

	<input style="width: 90%;" type="text"/>
Address:	<input style="width: 95%;" type="text"/>
	<input style="width: 95%;" type="text"/>
Phone:	<input style="width: 20%;" type="text"/>
Email:	<input style="width: 80%;" type="text"/>

Please indicate the documents to be authenticated and quantity needed:

Document(s)	Quantity	Please also submit:	Document cost & processing time (does not include authentication)
<input type="checkbox"/> Transcript	<input style="width: 40px;" type="text"/>	Transcript Request Form	\$11.00 per transcript; 1-3 days
<input type="checkbox"/> Enrollment Verification Letter	<input style="width: 40px;" type="text"/>		No charge; 1-3 days
<input type="checkbox"/> Degree Verification Letter	<input style="width: 40px;" type="text"/>		No charge; 1-3 days
<input type="checkbox"/> Copy of Diploma	<input style="width: 40px;" type="text"/>	A copy of your Diploma	N/A
<input type="checkbox"/> Replacement Diploma	<input style="width: 40px;" type="text"/>	Replacement Diploma Certificate Form	Varies by delivery type selected

Once documents have been notarized, they will be returned to you. Please provide the address where you would like your document(s) to be mailed:

Address:

Please indicate method of payment:

Cash Check* Visa MasterCard Discover

*Please contact registrar@case.edu for exact pricing before supplying a check.

Credit Card #: CCV#: Exp. Date:

Signature of Cardholder: _____ Print Name: _____

Billing Address:

(Your credit card information will be destroyed once the process is complete.)

Form submission:

1. Download this form to your computer.
2. Complete and save the form.
3. Go to the [University Registrar's submission page](#).
4. Drag and drop file into submission area - or - choose Select Files to locate PDF on your computer.
5. Click Submit.

For questions regarding this form, please contact the University Registrar's Office at registrar@case.edu or 216-368-4310.