

Application Form for a Letter of Certification

(Form Must Be Notarized OR Accompanied with a Copy of the First Page of Student's Passport)

Complete this form and send it with payment to:

Kimberly Wing
Office of the University Secretary
University of Pennsylvania
1 College Hall, Room 211
Philadelphia, PA 19104-6303

Name: _____ Date: _____

Name on Original Diploma: _____

Degree Information

School: _____

Degree: _____

Month/Date/Year: _____

Reason for Request: _____

Date of Birth: _____

Mailing Address: _____

Email Address: _____

Tele No.: _____

Fees should be paid with a check or money order in US dollars, made payable to the 'Trustees of the University of Pennsylvania.'

Letter Fee:

_____ \$15 for each letter

Shipping Fee:

_____ FREE for first-class mail

_____ \$25 for expedited shipping to domestic addresses

_____ \$45 for expedited shipping to European addresses

_____ \$100 for expedited shipping to all other international addresses

TOTAL ENCLOSED: _____

I hereby certify that the above statements are true. I understand that The University of Pennsylvania reserves the right to institute any appropriate legal or other proceedings for misrepresentation of the information stated above or in case of fraud.

STUDENT SIGNATURE _____ DATE _____

NOTARY SIGNATURE _____ DATE _____

COMMISSION EXPIRATION _____