

Notarized Transcripts and Diplomas for California Secretary of State Apostille

The California Secretary of State provides an Apostille to authenticate signatures of California public officials' signatures on documents intended for use outside the United States. The University of San Diego (USD) facilitates this process by providing notarized transcripts and diplomas.

Instructions for Obtaining Notarized Documents from USD:

1. **Order Your Documents:**
 - Order an official copy of your transcript(s) and/or a replacement diploma.
 - Transcript fee: \$10 per copy.
 - Replacement diploma fee: \$25 - \$175 per copy.
2. **Submit Payment:** You can pay by mail, in person, or via wire transfer. Detailed instructions for each method are provided below.
3. **Document Return:**
 - Notarized documents will be returned to you via the United States Postal Service (USPS).
 - For expedited delivery, a rush option is available through UPS or FedEx (additional fees apply; see below).
4. **California Secretary of State Submission:** Once you receive the notarized documents from USD, you are responsible for mailing all required documents to the California Secretary of State. Please ensure you review the California Secretary of State's website for comprehensive information regarding their submission requirements.

Payment Options:

1. Pay by Mail: Mail payments to the following address:

**University of San Diego
Attn: Cashiers Office HC-211
5998 Alcalá Park
San Diego, CA 92110**

When mailing your payment, please ensure you:

- Make your check or money order payable to "University of San Diego."
- Include your full name and USD ID number for proper posting.
- **Please note:** USD does not accept post-dated checks. Cash payments are accepted in person only.

2. Pay In Person: The Cashier's Office is located in the Hughes Administration Center, Room 211. They accept payments in the form of cash, checks, or money orders.

- **Hours of Operation:** Monday through Friday, 9:00 AM to 4:00 PM.

3. Wire Transfers and ACH Payments:

- For domestic wire transfers and ACH payments, please contact the Account Resolution department at accountresolution@sandiego.edu to request the necessary instructions.

4. Flywire (International Wire Transfer): USD has partnered with Flywire to simplify the payment process for international students. Flywire offers competitive foreign exchange rates, allowing most students to pay in their home currency and potentially save money compared to traditional banking methods.

- **Please note:** The minimum amount Flywire accepts is \$50.00 USD.

Notary cost Mailed to your address	
Replacement Diploma	\$25.00 - \$175.00 per copy
*Optional Rush processing of diploma (domestic)	\$150.00
*Optional Rush processing of diploma (international)	\$175.00
Official Transcript	\$10.00
Notary (\$15/each signature. Two required)	\$30.00
Postage USPS – Regular International (Domestic U.S. is free postage)	\$50.00
Optional fees	
Domestic Overnight UPS/FedEx to you	\$85.00
International Overnight UPS/FedEx to you	\$175.00