

Office Location: 271 Huntington Avenue • Phone: 617.373.2300 • Fax: 617.373.5351 • registrar@neu.edu • www.northeastern.edu/registrar
Mailing Address: Northeastern University, ATTN: Office of the Registrar, 230-271, 360 Huntington Avenue, Boston, MA 02115-5000

Date _____

Name _____ NU ID _____

Degree _____ Degree date _____

Email address _____ Phone number _____

Check one: Diploma Transcript Verification

Reason for transcript or diploma notarization _____

Who is requesting that the document be notarized? _____

If for international use, indicate country _____

Absentee Release

If for any reason you are unable to be present at the time of the notarization, you must include the following release:

In my absence, I give permission to (insert name) _____ to present my transcript/diploma to be notarized by the Office of the Registrar. I understand that the transcript/diploma will be notarized only after a valid photo ID of the above-named person is provided.

Signature _____

Please fax this form to 617.373.5351, ATTN: Notary Public.

Office use only

Notary _____ Date _____