

WASHINGTON COLLEGE | OFFICE OF THE REGISTRAR
300 WASHINGTON AVE., CHESTERTOWN, MD 21620
E: REGISTRAR@WASHCOLL.EDU | P: 410-778-7299

Diploma Information

BASIC DIPLOMA RE-ORDERS

To re-order your diploma:

1. Please fill out the “Basic Diploma Re-Order form”
2. Send your form via email to registrar@washcoll.edu or mail a physical form to:
*Washington College
Office of the Registrar
300 Washington Avenue
Chestertown, Maryland 21620*
3. Pay for the diploma, either through the Business Office Website or reach out to registrar@washcoll.edu to make other payment arrangements.

DOCUMENT COST: \$35.00
SHIPPING: free (domestic), variable (international)
TIME FRAME: 4 weeks
DIPLOMA TYPE: physical

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Please see details below

The Registrar’s Office will then complete the following steps:

1. Order the diploma and have it shipped to our office
2. Have two faculty members sign the new diploma copy
3. Mail it out via USPS or Fed-Ex to the address provided on the reorder form.

Cost for a basic diploma re-order: \$35.00. Shipping is free domestically. An estimate will be provided for international addresses.

Time Frame: Approximately 4 weeks between when form is received and when it arrives at a domestic address. International shipping may take longer.

What’s on the diploma: Confirmation in Latin of degree only (no major or minor information), Latin honors if applicable, 28 pre-printed signatures.

Diploma Type: Washington College only provides physical copies of its diplomas.

Translation: A separate translation letter may be provided upon request. Please reach out to the Registrar’s Office via email at registrar@washcoll.edu, or by phone at 410-788-7299.

APOSTILLED DIPLOMA

FAQ: What makes an “apostilled” document different from a standard one?

According to the [U.S. State Department website](#), “an apostille certificate is for documents [used] in countries that are in the [1961 Hague Convention Treaty](#).” Essentially, it means that a foreign country that has signed the treaty must recognize the document as authentic. Students applying to programs in countries that have signed may need to provide an apostilled copy of their diploma in order to be recognized as a Washington College alum.

To order an apostilled diploma:

1. Please fill out the “Apostille/Legalization Re-Order form”
2. Send your form via email to registrar@washcoll.edu or mail a physical form to:
*Washington College
Office of the Registrar
300 Washington Avenue
Chestertown, MD 21620*
3. Pay for the diploma, either through the Business Office Website or reach out to registrar@washcoll.edu to make other payment arrangements.

DOCUMENT COST: \$60.00
SHIPPING: free (domestic), variable (international)
TIME FRAME: 6 weeks
DIPLOMA TYPE: physical

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Please see details below

The Registrar’s Office will then complete the following steps:

1. Order the diploma and have it shipped to our office
2. Have two faculty members sign the diploma
3. Bring the diploma to the notary at Chestertown UPS to certify the document
 - a. UPS Notary charge: \$8.00
4. Bring the notary’s signature to the Queen Anne’s Circuit Court to have the notary’s signature authenticated
 - a. Clerk of the Circuit Court Document Charge: \$1.00
5. Bring the diploma, the notary’s signature, and the circuit court signature to the Secretary of State Office in Annapolis, MD
 - a. Secretary of State Apostille Document Charge: \$5.00
6. Mail the diploma out via USPS or Fed-Ex to the address provided on the reorder form.

Cost for apostille diploma: This covers the cost of the diploma, the fees charged by UPS, the Circuit Court, and the Secretary of State, as well as travel to complete all steps.

Time frame: This includes the four normal weeks included in reordering the diploma itself, as well as two weeks to make arrangements to travel to Centreville and Annapolis.

What's included: An official Washington College diploma that displays degree awarded and date awarded, a notarized letter certifying its authenticity, a letter from the Circuit Court certifying the notary's legitimacy, and a certificate from the Secretary of State confirming that the document can be recognized as valid by the intended country.

Diploma type: Washington College only provides physical diplomas to be apostilled.

Translation: A separate translation letter may be provided upon request. Please reach out to the Registrar's Office via email at registrar@washcoll.edu, or by phone at 410-788-7299.

FULLY LEGALIZED DIPLOMA

FAQ: What is the difference between a "fully legalized diploma" and an "apostilled" diploma?

Countries that have NOT signed the [1961 Hague Convention Treaty](#) require documents to be "fully legalized" by the United States Government in order to accept them as authentic. The legalization process involves getting a diploma apostilled by the state it was issued in and then having the country's consulate in Washington D.C. authenticate the apostille. It is essentially another layer of confirmation. Countries that have not signed the 1961 Hague Convention Treaty can be found [on this website](#).

To order a fully legalized diploma:

1. Please fill out the "Apostille/Legalization Re-Order form"
2. Send your form via email to registrar@washcoll.edu or mail a physical form to:
*Washington College
Office of the Registrar
300 Washington Avenue
Chestertown, MD 21620*
3. Pay for the diploma, either through the Business Office Website or reach out to registrar@washcoll.edu to make other payment arrangements.

DOCUMENT COST: \$75.00

+ additional consulate fee

SHIPPING: free (domestic),
variable (international)

TIME FRAME: 8 weeks

DIPLOMA TYPE: physical

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Please see details below

The Registrar's Office will then complete the following steps:

1. Order the diploma and have it shipped to our office

2. Have two faculty members sign the diploma
3. Bring the diploma to the notary at Chestertown UPS to certify the document
 - a. UPS Notary charge: \$8.00
4. Bring the notary's signature to the Queen Anne's Circuit Court to have the notary's signature authenticated
 - a. Clerk of the Circuit Court Document Charge: \$1.00
5. Bring the diploma, the notary's signature, and the circuit court signature to the Secretary of State Office in Annapolis, MD
 - a. Secretary of State Apostille Document Charge: \$5.00
6. Mail the diploma out via USPS or Fed-Ex to the address provided on the reorder form.

Cost for apostille diploma: \$75.00 flat rate PLUS the consulate document charge which varies by country. The Registrar's Office will provide a final number once the completed form is received. The flat rate includes the cost to order the diploma, the fees charged by UPS/the Circuit Court/the Secretary of State, travel to all three, as well as shipping costs need to send the diploma to the consulate in Washington D.C.

Time frame: Approximately eight weeks. This includes the four normal weeks needed to reorder the diploma itself, time to make arrangements to travel to Centreville and Annapolis, as well as time to ship the diploma to Washington D.C. and have them process the document.

What's included: An official Washington College diploma that displays degree awarded and date awarded, a notarized letter certifying its authenticity, a letter from the Circuit Court certifying the notary's legitimacy, a letter from the Secretary of State confirming that the document can be recognized as valid by the intended country, and a letter from the consulate recognizing the apostille certificate as legitimate.

Diploma type: Washington College only provides physical diplomas to be fully legalized.

Translation: : A separate translation letter may be provided upon request. Please reach out to the Registrar's Office via email at registrar@washcoll.edu, or by phone at 410-788-7299.