



### **Legal Name Change:**

Acceptable name changes for any former or active students includes:

- Passport
- Social Security Card
- Driver's License
- Court Name Change Document (court order)
- Marriage Certificates only are accepted if they indicate the new name in full, and this varies by state.

Unacceptable:

- Divorce decree
- Marriage license that does not indicate the whole new name
- Bank statements or utility bills
- Other non-federal forms of ID

### **Diploma Reprint Timeline:**

Naropa orders diplomas from an external printing company 3 times a year after conferring degrees for Fall, Spring, and Summer terms. Reprints will be filled during one of these orders, unless it needs to be rushed. Rushed diplomas have a higher cost. If you order rushed, a reprint diploma will be ordered outside the three terms, but it will still take 2 to 3 weeks for our printing company to process the request and mail the diploma.

### **Apostille Process:**

Documents intended for use in a foreign country often require authentication with an Apostille or other certificate. This process certifies the authenticity of the document. Apostille requires that we send a notarized copy of the document (diploma, transcript, etc) to the Office of the Secretary of State of Colorado. They will certify and send it back with an official State seal. This process has a longer timeline than just ordering a reprint. **NOTE: If requesting an apostille, please enclose a separate check for the amount of \$5 made payable to the Colorado Secretary of State**

### **Payment:**

If you are requesting a reprint only, you are welcome to include a check for the amount listed for your selected mailing. If you are requesting an Apostille, please be sure to include a separate \$5 check made payable to the Secretary of State. We do not take credit card payments by mail for security reasons. If you select the option to pay by credit card, Naropa's tuition cashier will send you an invoice after we receive your request.

### **Form Submission:**

Please return your completed form to [registration@naropa.edu](mailto:registration@naropa.edu), Attention: Assistant Registrar.

Alternatively, you can mail your form to:

Naropa University Registration

Attn: Assistant Registrar

2130 Arapahoe Ave

Boulder, CO 80302

### **Questions:**

We are happy to help if you have further questions! Please email [registration@naropa.edu](mailto:registration@naropa.edu), and let us know that you need to speak with someone about a reprint diploma or apostille. Your request will be routed to the current Assistant Registrar.