

# Ordering an Apostille Diploma: Southeastern Louisiana University Online Services

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Created by

Graduation Office

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January 26, 2024

## STEP 1

### Click on Online Diploma Service

#### Update and Replacement Diplomas

If your diploma needs updating after a name change or was damaged in some way, we can help you get

your diploma replacement and eDiploma online.

#### Online Diploma Service

Our diploma services are available online through our official diploma vendor, the [Michael Sutter Company](#).

**Order a replacement diploma** – If you need a duplicate or replacement diploma, you can order it easily online. You are able to choose standard delivery or express overnight delivery. There is a \$20.00 charge for Bachelor's, and Certificates, and there is a \$30.00 charge for Doctoral's. Your diploma will be printed and mailed within 1-2 days of your order.

## STEP 2

### Search for Your Diploma

- If you Graduated on or after July 2003 and you know your University ID, then you may search for your record.
- If you cannot find your record using the search option, you may request a Secure ID using the request button.

If you Graduated on or after July 2003 and you know your University ID, then you may search for your record.

University ID

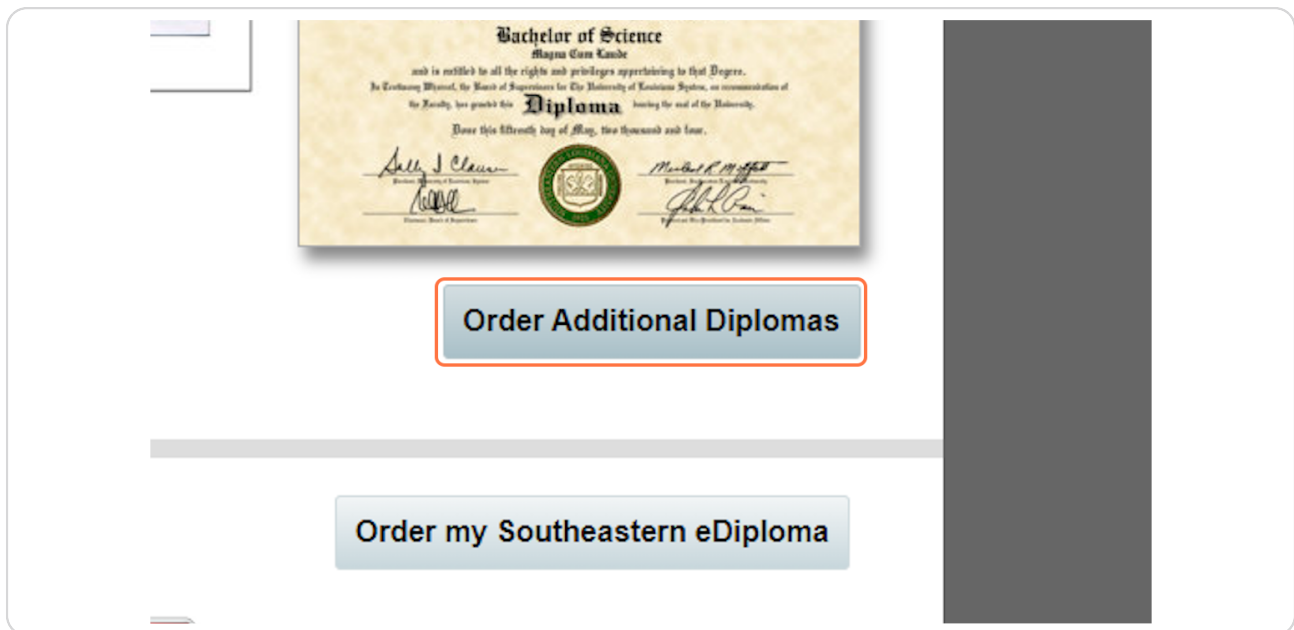
Last Name

**\*Both, University ID and Last Name are required!**

If you cannot find your record using the search above, you may request a Secure ID using the button below:

### STEP 3

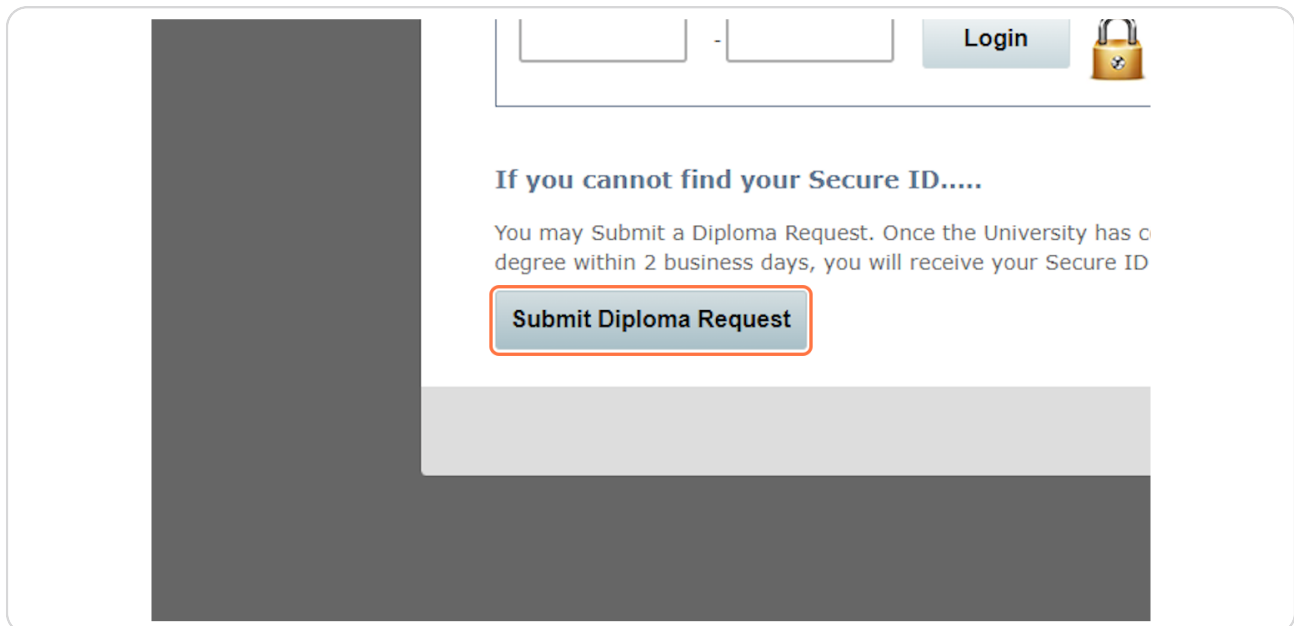
#### Click on Order Additional Diplomas



### STEP 4

#### Click on Submit Diploma Request

If you still have a Secure ID from a recent diploma request, you can type it here. If not, you will need to click the Submit Diploma Request button.



## STEP 5

### Complete the Diploma Request Form with your personal information.

**Southeastern Louisiana University Diploma Request Form**

Name on Diploma: **Roomie The Lion**  
Institution: **Southeastern Louisiana University**  
Degree: **Bachelor of Science**  
Graduation Date: **May 15, 2004**  
Other Detail: **Magna Cum Laude**  
Diploma Size: **8.5x11**

**Obtain your diploma**

1. Complete and Sign
2. You will receive | confirmed your c
3. Login using your

\*A request for a change legal documentation is p  
**Name Change Informa**

First/Middle Name

Last Name

Phone

Email

Confirm Email

\*Name desired on Diploma

Date of Birth (mm/dd/yyyy)

By submitting this diploma request, I agree to the [FERPA Statement](#)

## STEP 6

### Click on Submit Secure ID Request

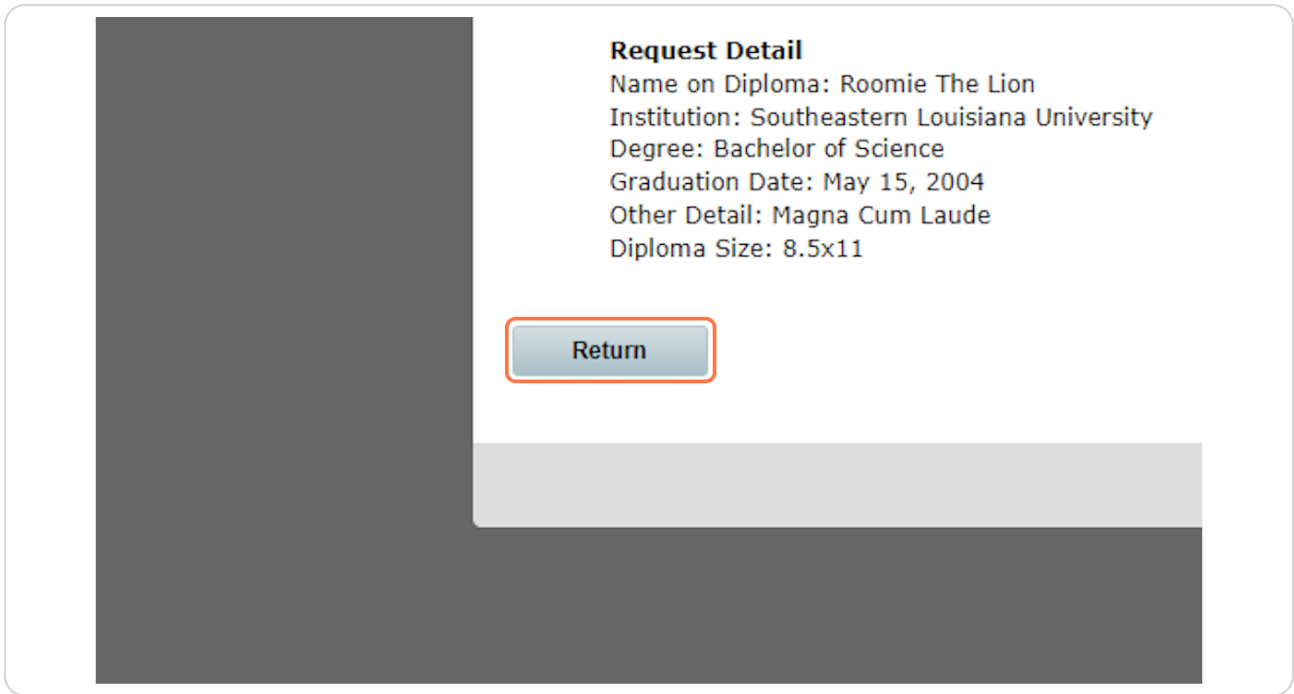
Date of Birth (mm/dd/yyyy)

By submitting this diploma request, I agree to the [FERPA Statement](#)

**STEP 7**

**Click on Return**

Your Secure ID will be emailed to the email address you provided within 2-3 business days.

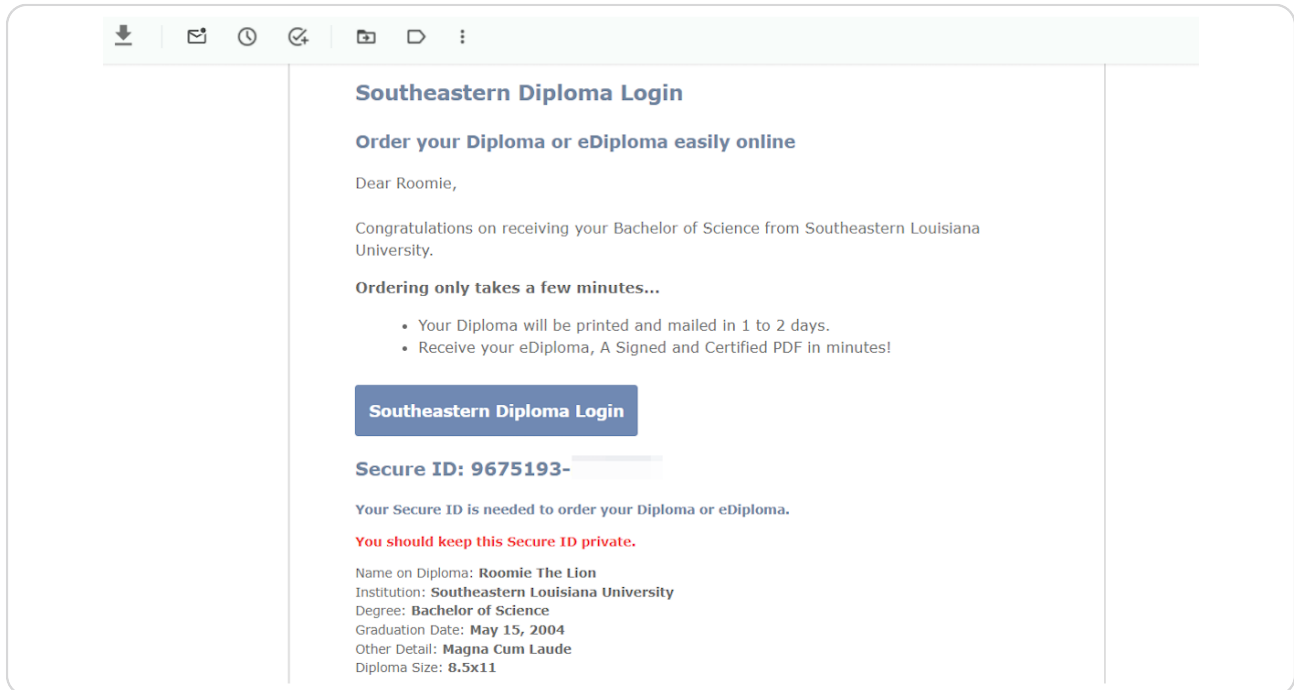


The screenshot shows a web interface with a dark grey sidebar on the left. The main content area has a white background. On the right side of the main area, there is a section titled "Request Detail" with the following text: "Name on Diploma: Roomie The Lion", "Institution: Southeastern Louisiana University", "Degree: Bachelor of Science", "Graduation Date: May 15, 2004", "Other Detail: Magna Cum Laude", and "Diploma Size: 8.5x11". Below this text is a button labeled "Return" with a red border. At the bottom of the main content area, there is a light grey horizontal bar.

## STEP 8

### Check your Email and look for the email with the subject: Southeastern Find the Secure ID

- Your Secure ID will be emailed to the email address you provided within 2-3 business days.
- Once you receive this email, make note of the Secure ID number and click Southeastern Diploma Login.




STEP 9

Type your Secure ID number and click Login

Your Secure ID is in the email you just clicked  
and paste the last 6 characters of your Secure ID.

Secure ID

675193 -




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STEP 10

Click on Notary Service Added

In this case "Notary Service" is the button to use for an Apostille Diploma.



Name on Diploma: **Roomie The Lion**  
Institution: **Southeastern Louisiana University**  
Degree: **Bachelor of Science**  
Graduation Date: **May 15, 2004**  
Other Detail: **Magna Cum Laude**  
Diploma Size: **8.5x11**

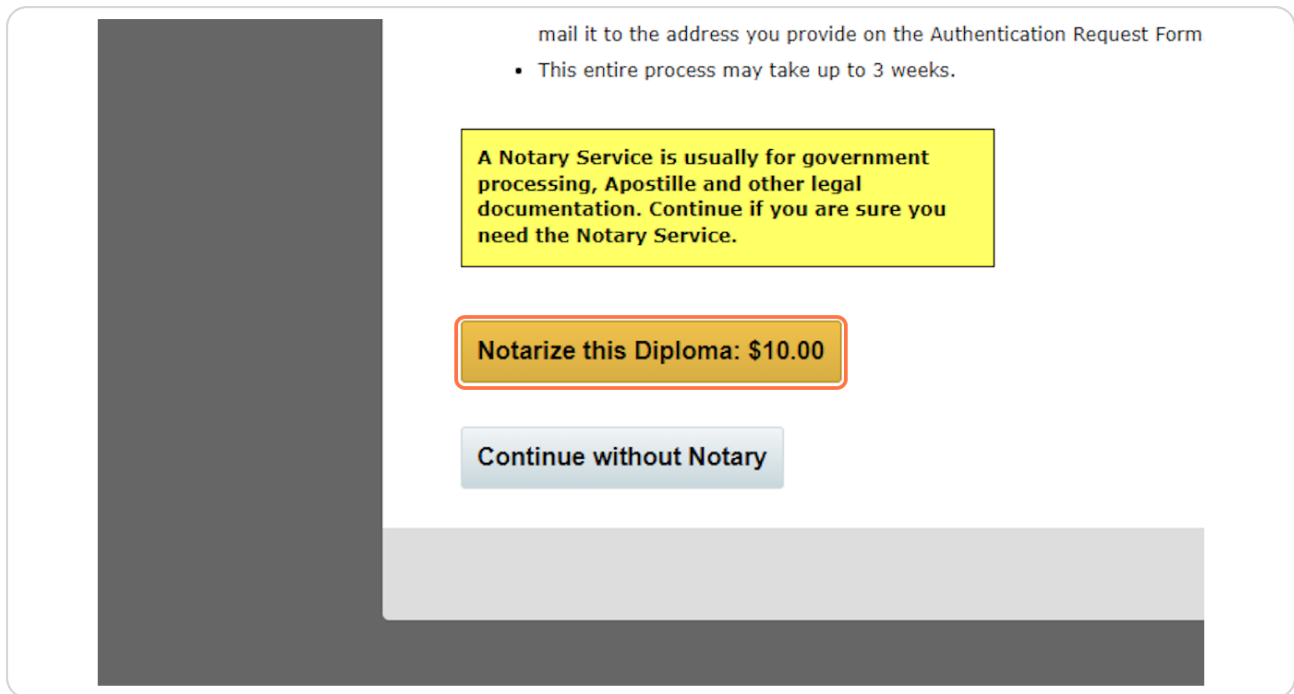
Any questions or issues please enter our Refund/Return Policy

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## STEP 11

### Click on Notarize this Diploma: \$10.00



mail it to the address you provide on the Authentication Request Form

- This entire process may take up to 3 weeks.

**A Notary Service is usually for government processing, Apostille and other legal documentation. Continue if you are sure you need the Notary Service.**

**Notarize this Diploma: \$10.00**

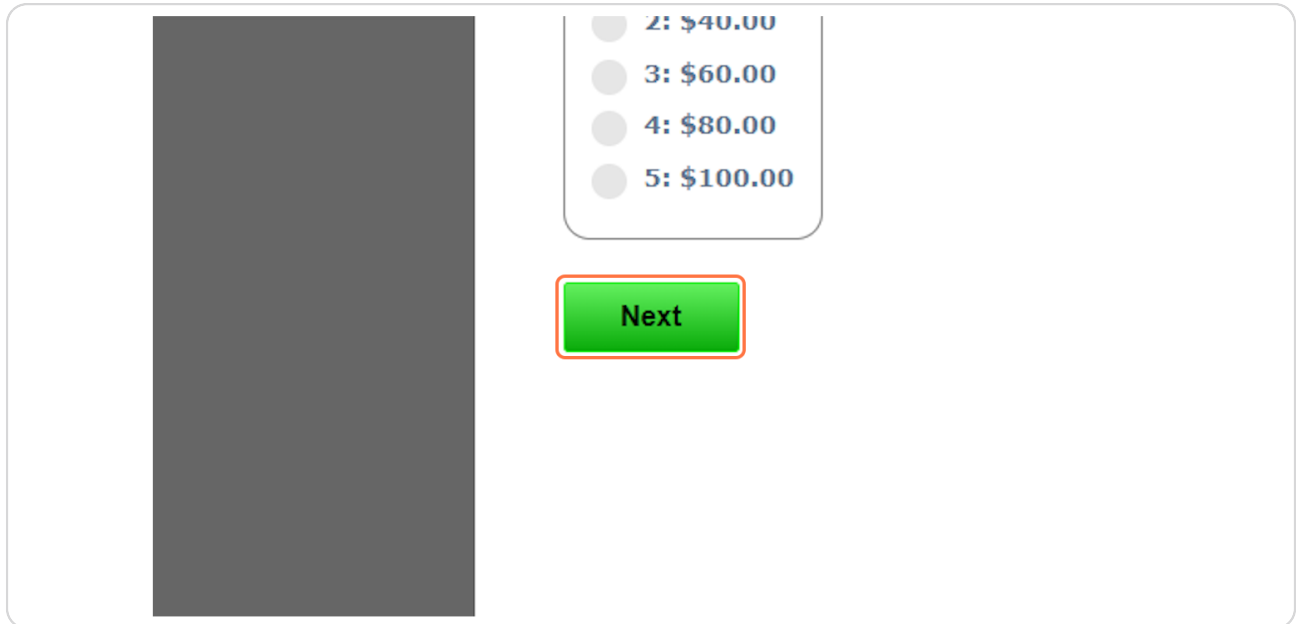
Continue without Notary

The screenshot shows a web interface with a dark grey sidebar on the left and a main content area. The main area contains a list item, a yellow warning box, and two buttons. The 'Notarize this Diploma: \$10.00' button is highlighted with a red border. Below the buttons is a light grey horizontal bar.

## STEP 12

### Click on Next

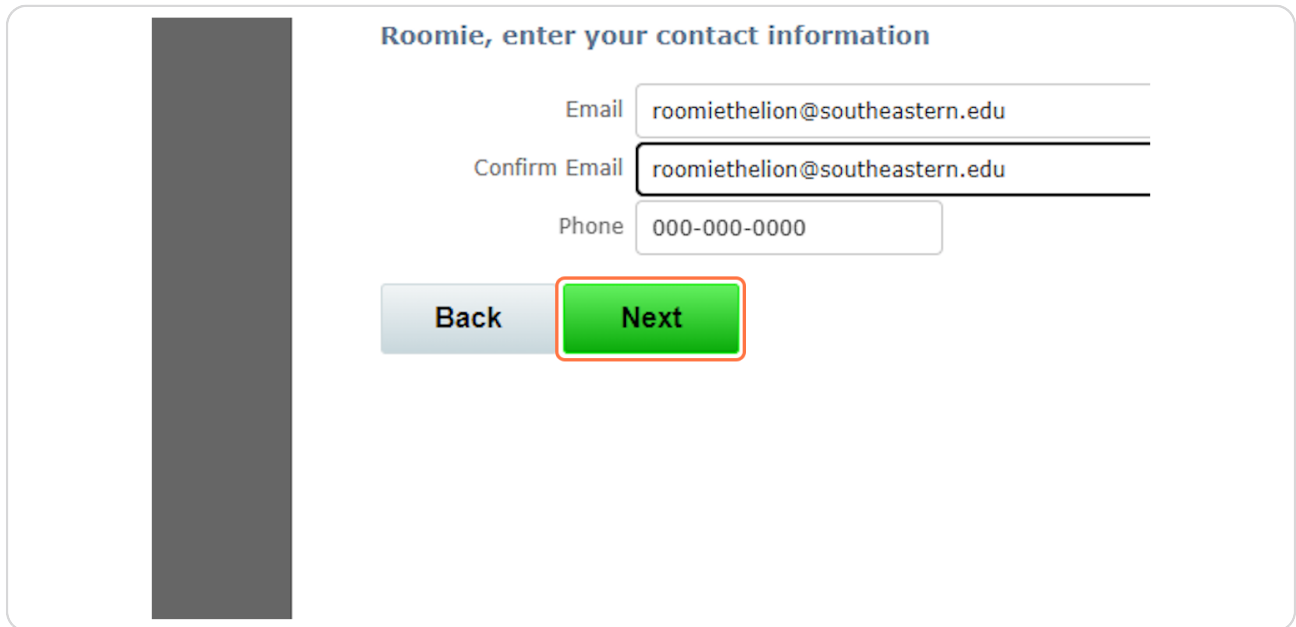
Here you will indicate the number of Diplomas you need. Typically, only one Diploma is needed.



A screenshot of a web form for Step 12. On the left is a dark grey vertical bar. To its right is a white rounded rectangle containing a list of radio button options: '2: \$40.00', '3: \$60.00', '4: \$80.00', and '5: \$100.00'. Below this list is a green button with the text 'Next' and a red border.

## STEP 13

### Enter your personal information and Click Next

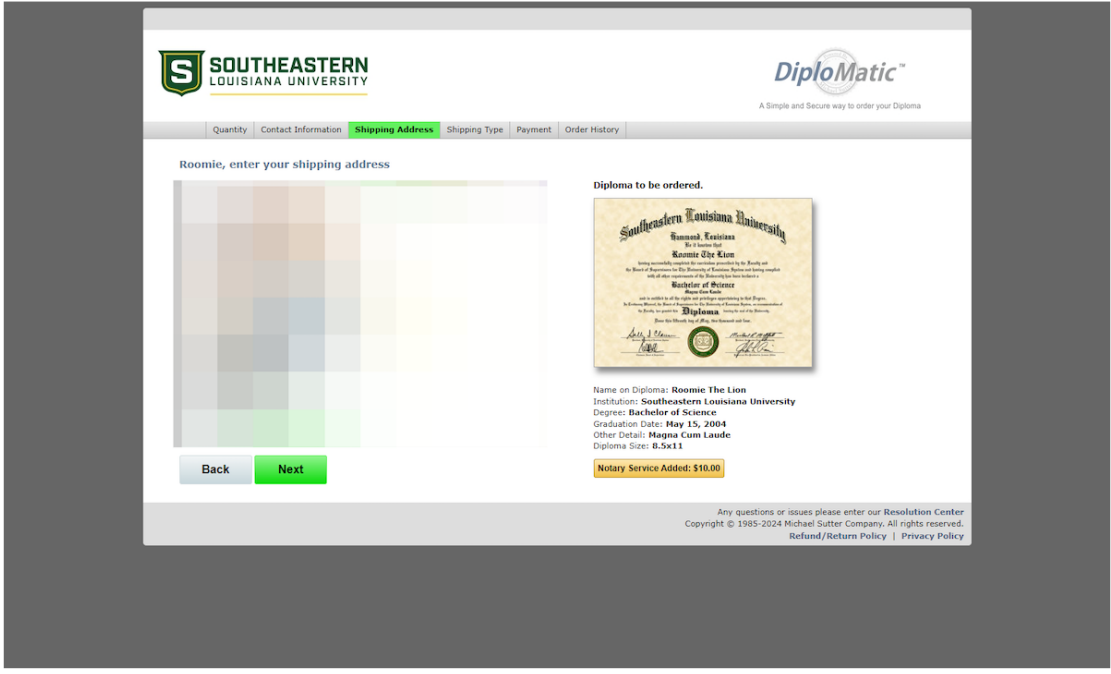


A screenshot of a web form for Step 13. On the left is a dark grey vertical bar. To its right is a white rounded rectangle with the heading 'Roomie, enter your contact information'. Below the heading are three input fields: 'Email' with the value 'roomiethelion@southeastern.edu', 'Confirm Email' with the value 'roomiethelion@southeastern.edu', and 'Phone' with the value '000-000-0000'. At the bottom are two buttons: a grey 'Back' button and a green 'Next' button with a red border.

## STEP 14

Enter the Address of the company or agency you need your Diploma mailed to

This may be an embassy or international agency

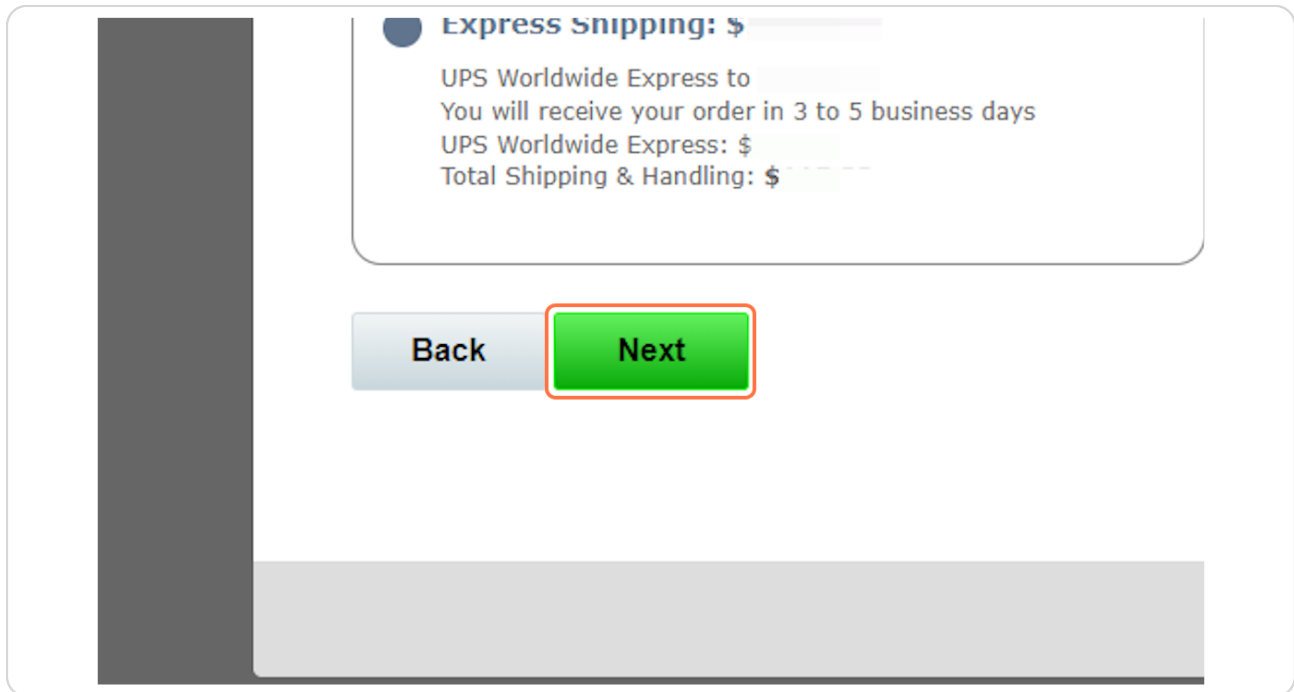


The screenshot displays the 'Shipping Address' step of the diploma ordering process. The page features the Southeastern Louisiana University logo and the DiploMatic™ branding. A navigation bar includes 'Quantity', 'Contact Information', 'Shipping Address' (highlighted), 'Shipping Type', 'Payment', and 'Order History'. The main content area is titled 'Roomie, enter your shipping address' and contains a large, blurred input field for the address. Below this field are 'Back' and 'Next' buttons. To the right, a preview of the diploma is shown with the text: 'Diploma to be ordered.', 'Name on Diploma: Roomie The Lion', 'Institution: Southeastern Louisiana University', 'Degree: Bachelor of Science', 'Graduation Date: May 15, 2004', 'Other Detail: Magna Cum Laude', and 'Diploma Size: 6.5x11'. A yellow box indicates 'Notary Service Added: \$10.00'. At the bottom right, there is a footer with contact information and copyright details.

## STEP 15

### Choose Express Shipping and Click on Next

Note that because this order is being sent to an international address it will likely take longer than 3 to 5 business days.

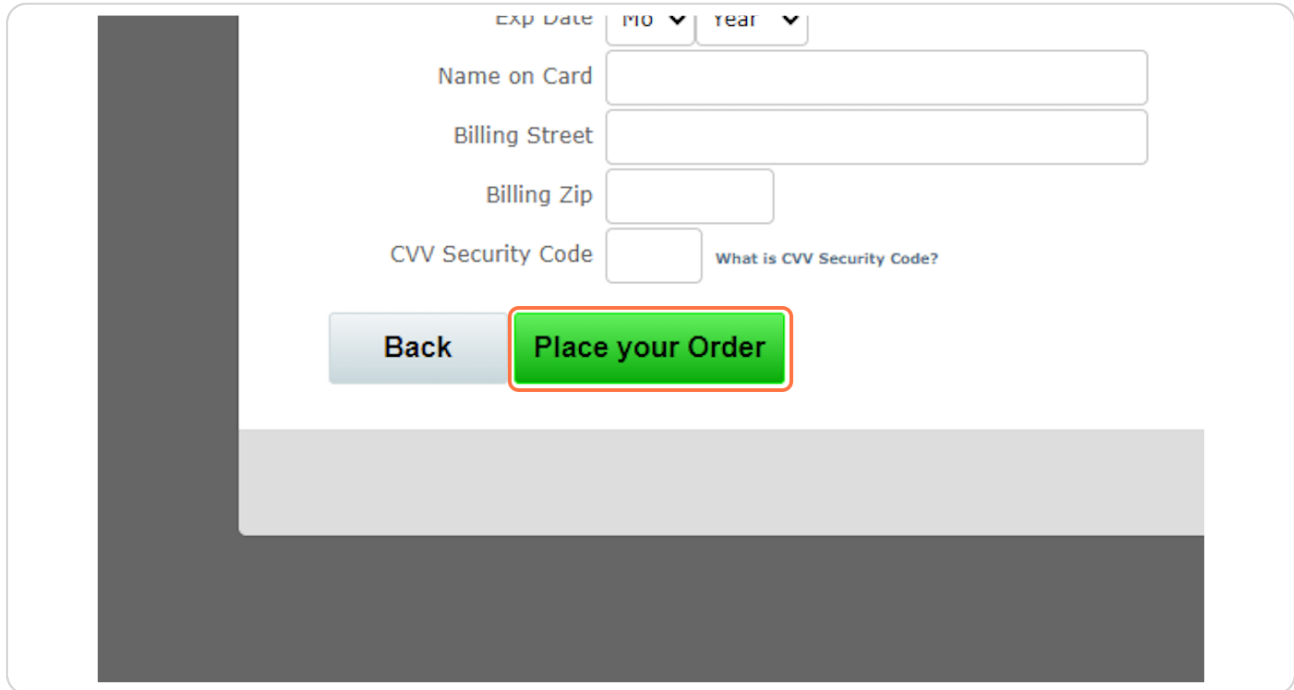


The screenshot shows a shipping selection interface. On the left, there is a dark grey vertical bar. To its right, a white rounded rectangle contains the following text: "Express Shipping: \$" followed by a blurred amount, "UPS Worldwide Express to", "You will receive your order in 3 to 5 business days", "UPS Worldwide Express: \$", and "Total Shipping & Handling: \$" followed by a blurred amount. Below this, there are two buttons: a grey "Back" button and a green "Next" button with a red border. At the bottom of the interface is a grey horizontal bar.

## STEP 16

### Enter your payment information and Click Place your Order

- Once you Place the Order, Southeastern will receive a notification. We will then start the process on our end.
- If you have any questions, please email [registrar@southeastern.edu](mailto:registrar@southeastern.edu)



The image shows a payment form with the following fields and buttons:

- Exp Date: MO  Year
- Name on Card:
- Billing Street:
- Billing Zip:
- CVV Security Code:  What is CVV Security Code?
- Buttons:

The "Place your Order" button is highlighted with a red border.

*Tango*

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