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**IB DIPLOMA PROGRAMME “Request for services”**

**LEGALIZATION of results**

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|  |  |  |
| LAST NAME | First Name | Middle Name |

Some universities, including those in Italy, require the “legalization” of applicants’ IB Diploma Results document (not the IB Diploma itself; this is a separate document). Students who need such legalization must make the request in writing to the IB Coordinator by March 31st of the Diploma session year (generally 12th grade), using this form. It is the responsibility of the student to inquire with the university(ies) to which he/she is applying to see if they require the legalization.

Students are advised that:

* An electronic photocopy of the student’s passport is required to process the legalization for universities in Italy. **This photocopy must be emailed to the IB DP coordinator**.
* The IB imposes a fee for the legalization service; this must be paid for by the student and family upon receipt of the relative invoice. Students who have requested the legalization will not be able to pick up their IB diplomas until this fee is paid. Current fees for legalization of diploma results document: EUR 111 if made by the deadline (late fees apply). Please wait for a request for payment from the school’s business office.
* Please note that universities in Italy may require a translation of the *Diploma Results* document into Italian by a registered translator. It is the responsibility of the **student** to comply with this requirement.

**N.B. The spelling of a student’s name entered by the IB DP coordinators on IBIS, must be exactly the same as the name on the student’s passport. If this is not the case, the consulates will refuse to legalize the IB diploma.**

It is extremely important that students respect the deadline for submission of the request for legalization. Late requests, IF accepted, require significantly higher fees. The legalized document will be couriered to the school address for the attention of the Diploma Programme coordinator.

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| Town of birth: |  | | | |
| Country of birth: |  | | | |
| Country for which legalization is required: |  | | | |
| Legalize course results if diploma not awarded? \* | YES: |  | NO: |  |
| *\* If no choice is indicated, the coordinator will choose “Yes” on the student’s behalf.* | | | | |
| Also legalize the diploma itself? \*\* | YES: |  | NO: |  |
| *\*\* Note that this is a* ***very rare*** *request and that there is an additional fee.* | | | | |

***Our signatures below confirm our request for the “legalization of results” according to the above guidelines.***

|  |  |
| --- | --- |
| Candidate signature and date: |  |
| Parent signature and date: |  |