

AUTHORIZATION TO RELEASE DIPLOMA (Outside USA)

Be sure to print CLEARLY. Getting your diploma to the correct address/person depends on our being able to read the information below.

THERE IS A MAILING CHARGE OF \$40.00 (EACH) OUTSIDE THE USA.

Your diploma will be shipped via Federal Express. If it cannot be delivered because of an incomplete or inaccurate address, the cost of a replacement will be your responsibility.

★★★ **INSIDE THE USA - obtain a different form at 117 Jardine Hall.** ★★★

Your Full Name (print) _____ myWSU ID _____

E-mail Address _____ Birth Date _____ Local Phone # _____

YOUR SIGNATURE _____ **TODAY'S DATE** _____

I authorize Wichita State University to SEND my diploma to the person/address listed below:

Recipient's Name (print) _____

Exact Street Address _____

City _____ State _____ Zip Code _____

REQUIRED: Overseas Phone Number for this person: _____

Please mail/fax • **THIS FORM,**
• **YOUR PAYMENT** and
• **A readable copy of YOUR GOVERNMENT ISSUED IDENTIFICATION**
(Example: driver's license with photo & signature or passport with photo & signature)

To: **Wichita State University, Registrar's Office**
1845 Fairmount
Wichita, KS 67260-0058

Telephone (316) 978-3055

Fax (316) 978-3795

FOR OFFICE USE ONLY	Cashier Code	Org.	Fund	Account	Mailing Fee for Diploma
	BREF	101912	D10236	R80178	\$40.00

Enclosed is my check / money order for \$ _____

OR (circle one): VISA MasterCard Discover American Express

Signature for Credit Card _____ Date _____

Account # _____ Expires _____ Security Code _____