

AUTHORIZATION TO RELEASE DIPLOMA (Inside 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 \$7.00 (each) within the USA.

***** OUTSIDE THE USA - obtain a different form at 117 Jardine Hall. OUTSIDE 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 _____

I authorize Wichita State University to **GIVE** my diploma to the person listed below:

Recipient's Name (print): _____

Please remind this person that he/she must have photo identification.

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	Cashier Code	Org.	Fund	Account	Mailing Fee for Diploma
USE ONLY	BREM	101912	D10236	R80178	\$7.00

Enclosed is my check / money order for \$ _____

OR (circle one): VISA MasterCard Discover American Express

Signature for Credit Card _____ Date: _____

Account # _____ Expires _____ Security Code _____