



Request for Certification

Complete all ten items. Please PRINT legibly. See reverse side for important information/instructions.

1 Name Last First MI MyWSU ID OR Social Security Number

2 Address Number and Street City State Zip

Email Address Contact Phone

3 Other Name used on records (example: maiden) DOB

4 Check if you are currently enrolled OR indicate when LAST ENROLLED at Wichita State Year

5 Number of certifications requested Note: Use separate form for each address

6 What information is to be verified? (check all that apply) Enrollment Certification Degree Certification Certified copy of diploma (24 hours turn around)

*All certifications will include the person's address, date of birth, and major. Check below to request other information be included.

- Auto Insurance (current enrollment, GPA for last semester) Preregistration for Semester
Health Insurance (hrs. enrolled) Graduation anticipated for MONTH YEAR
Degrees awarded Military ID (anticipated graduation date)
Dates of Attendance copy of foreign transcripts (\$2.00 a page)
Overseas travel letter
SACM Graduate Student Undergraduate Student Change of Major Change of School Change of Major and School
Extension of Scholarship Online classes (These will be mailed directly to SACM)

Other (list)

7 Send Certification(s) to:

Name/Institution:

Street

City State Zip

Note: Student is responsible for correct address. A certification will be mailed to the address indicated. However, if it does not reach its destination, a "replacement" certification is not free.

8 *Other instructions:

(Example: include attachment, signed/sealed envelope, fax it to, etc.)

9 Student's Signature

Date

Table with columns for Certification, Foreign transcripts, and Optional Additional Fees for Each Request/Address. Includes a section for Office Use Only with checkboxes for Unmet Obligations and fields for Check/Invoice #.

10 Credit/Debit Card Number: Expiration Date: Sec Code

If request is faxed, mailed, or emailed it must include a readable copy of government-issued photo ID. See reverse side for instructions. Address all inquiries to: Registrar's Office, Wichita State University, 1845 Fairmount, Wichita, KS

Certification Ordering

Instructions and Notes

A certification is any data (other than a transcript) related to an individual student or former student, which is (to be) communicated to a third party and which requires the signature of a school official.

All certification requests must be accompanied by a readable copy of the student's government-issued photo identification such as WSU ID, driver's license, or passport. Requests will not be processed without this ID.

All certifications will include the person's address, date of birth, and major.

A person receiving a certification in-person must have identification. Certifications can only be released to the student or to an individual who has written permission from the student.

Certifications services are **WITHHELD** for any student who owes the University money, property, or documents.

Certification Fees (*All certification fees must be paid in advance.*)

Each certification generated requires a **\$10 fee**; other costs are **added** to that \$10 for requested services; see details below.

Costs and Details for Certification Services:

Certification Fee: \$10 each

Request must be received by 2:00 PM CST to go out same day if received after 2:00 P.M. request will be processed next business day.

Certified Copies of Diplomas: \$10 each

*Allow at least 24 hours for this to be done. Certified copies are made from the original diploma only. If your diploma has been picked up it must be brought in or mailed to our office. Another option is to order a duplicate diploma for us to use for the copy. Duplicate diploma can be purchased for **\$30.00** each. Allow 2 to 3 weeks when a duplicate diploma is ordered.*

Foreign Transcripts: \$2.00 per page

Special Mailing Fees—the below fees are added to the certification fee and processing level fee.

Also FAX (unofficial copy)	\$5 per order*
Sent by Priority Mail (USA, 2-3 days mail time)	\$7 per order*
Sent by FEDEX within USA, Express Mail if PO Box (delivered next business day)	\$15 per order*
Sent by FEDEX or equivalent (outside USA)	\$40 per order*

***NOTE:** An **“order”** is each unique address to which a certification is to be sent. Three certifications, all sent to the same address at the same time, would be one order. The cost would be \$30 plus any appropriate “per order” fees.