



Request for Certification

Complete all items. Please PRINT legibly. (See reverse side for important information and detailed 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 names used on record (example: maiden) DOB

4 Check if currently enrolled OR indicate LAST ENROLLED Semester/Month Year

5 Number of certifications requested

6 Indicate the verification type, purpose and additional information needed - Check ALL that apply

\*All certifications include student's address, date of birth and major.

- Enrollment Verification, Degree Verification, Auto Insurance, Pre-registration for Semester Year, Health Insurance, Graduation anticipated for Month Year, Military ID, GPA Cumulative Term, Academic Standing, Attendance Dates Terms, Non-Attendance (no charge), Certified copy of diploma (24 hours to process), Overseas Invitation Letter

Other Information

7 Mail Certification(s) to: Complete a separate form for each address

Name/Institution:

Address

City State Zip

Student is responsible for correct address. A certification will be mailed to the address indicated. If it does not reach its destination, a "replacement" certification will incur a \$10 fee.

8 Additional Instructions:

(Example: include attachment, sealed envelope, Email to, Fax to, Invitees etc.)

Blank lines for additional instructions

Table with columns for Certification, Optional Additional Fees, and Enter Amount. Includes rows for Certification EACH PAGE (BRTN), Certification Copies EACH PAGE (BRAC), Priority Mail, USA (BREM), Next Day Delivery, USA (BREP), FEDEX, International (BREF), and Total Due.

9 Student's Signature

Date

ALL requests faxed, mailed or emailed MUST include A readable copy of a government-issued photo ID.

FOR OFFICE USE ONLY section with checkboxes for Photo ID Verified and Paid by CC/Check/Invoice #

10 Credit/Debit Card Number: Exp. Date: Sec. Code

\*\*DO NOT INCLUDE ANY CREDIT CARD INFORMATION BY EMAIL\*\*

## Certification Ordering

The Office of the Registrar can certify enrollment, registration, graduation status and academic standing for current students and alumni. We can also process deferments for school loans.

Requests are generally completed within 1-2 business days but may take longer depending on the nature of the request (course descriptions, notarization, etc.). Requests may also take longer during especially busy times of the year such as the first two weeks of the semester and the period following spring commencement.

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

**A readable copy of the student's government-issued photo identification such as WSU ID, driver's license or passport must accompany all certification requests. Requests will NOT be processed without this ID.**

**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 may be **WITHHELD** for any student who owes the University money, property or documents.

## Certification Fees

**All certification fees must be paid in advance.**

**\*\*IMPORTANT\*\***

**\*\*DO NOT INCLUDE ANY CREDIT CARD INFORMATION BY EMAIL\*\***

To best protect your financial information and support compliance with the Payment Card Industry Data Security Standard, credit card information should never be e-mailed.

Credit card information received by email will be **DESTROYED** and requests will **NOT** be processed.

Credit card information may be mailed, faxed or call the Registrar's office.

Each certification generated requires a **\$10 fee**; other service fees are subject to **additional costs**. ~ See details below.

## Costs and Details for Certification Services

**Certification Fee:** **\$10 each** *Allow 1-2 days for processing.*

**Certified Copies of Diplomas:** **\$10 each** *Allow at least 24 hours for processing.*

Certified copies are prepared using the student's original diploma, which must be brought in or mailed to the Registrar's Office. If the original diploma is not provided, the student will need to purchase a duplicate diploma by submitting a separate **Request for Duplicate Diploma** form and pay **\$30** for each order. *Allow 2 to 3 weeks for duplicate diploma processing.*

**Copy of Certification:** **\$2.00 per page**

**Optional Delivery & Mailing Fees**—the below fees are added to the certification fee and processing level fee.

Student is responsible for correct address. A certification will be mailed to the address provided.

If the certification does not reach its destination, a "replacement" certification will incur a **\$10 fee**.

<b>USPS Priority Mail - USA</b> ( <i>usually 2-3 days delivery</i> )	<b>\$8 per order*</b>
<b>Next Day – USA</b> ( <i>FEDEX or Express Mail to PO Box, delivered next business day</i> )	<b>\$15 per order*</b>
<b>FEDEX - International</b> ( <i>or equivalent</i> )	<b>\$40 per order*</b>

\*An "order" is each unique address to which a certification is to be sent.

*Example:* Three (3) certifications, all sent to the same address at the same time is one (1) order.

The cost will be \$30, plus any appropriate "per order" fee(s).