



AUTHORIZATION TO RELEASE DIPLOMA

Third Party Pickup

Wichita State University - Registrar's Office Box 058, 1845 Fairmount Street Wichita, KS 67260-0058

telephone: (316) 978-3055 option 2 • fax: (316) 978-3795 • email: diplomas@wichita.edu

This form is to authorize someone other than the student to pick up the student's diploma. If someone other than the student is picking up a diploma, he/she must present a copy of his/her photo identification at pick up. The student **MUST** provide a copy of his/her photo id when submitting this form. It can be emailed with the form, or it can be mailed or faxed.

Diplomas will be **WITHHELD**, with limited exceptions consistent with state and federal laws, for any student who owes the university money or property.

For questions about outstanding obligations, please contact the Financial Operations Office at (316) 978-3333.

Please read carefully, print legibly and complete ALL sections below.

A delay in processing will occur if information, photo ID or required signatures are omitted.

Complete All Information

Name _____ **OR** _____
Last First MI myWSU ID Last four digits of SSN

Other names used on record (example: maiden) _____ DOB _____

Address _____
Number Street Apt# City/Town State Zip

Student Email Address _____ Contact Phone _____

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

Recipient's Name _____

Recipient listed above **MUST** present his/her photo identification at pick up.

Degree Awarded: ☐ Bachelor's ☐ Master's ☐ PhD

Date of Graduation: _____
Semester/Month Year

Major: _____

Student Signature (required): _____ Today's Date _____

Request MUST include student's photo identification.

FOR OFFICE USE ONLY Cashier Code BREM	Request Received Date	ID Verified Y/N	Payment Process Date	Pick Up Date	Notes:
Staff Initials:					

Only ONE originally awarded diploma will be provided upon graduation

Mailing Information

If you wish to have your diploma sent to you in the mail, you must request and pay for this service through the myWSU portal. Find the link "Request for Diploma Mailing" on the myClasses tab and submit your shipping and payment information. There will be a \$12 fee for domestic shipping and a \$60 fee for international shipping.

This form is not required if picking up your own diploma.