



Request for International Scholarship Certification

Complete all 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 Semester and Year requested Graduate Student Undergraduate Student

5 This is the only certification requested for the above listed semester Yes No

6 Check Scholarship Type

SACM | Saudi Arabian Cultural Mission Kuwait Canada Other: (Name)

Indicate what information needs to be verified - Check all that apply

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

Enrollment Verification Change of Major Online/Hybrid Classes: Course & Term

Degree Verification Class Schedule Dates of Attendance Cumulative GPA

Graduation anticipated for MONTH YEAR

Other (list)

7 Mail Certification(s) to:

Name/Institution:

Address

City State Zip

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, reference information, sealed envelope, Email or fax to, etc.)

Three blank lines for other instructions.

9 Student's Signature

Date

I have been informed it may take up to 7-10 days to process a certification letter for scholarship purposes. (Initial)

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

Table with columns for Certification, Optional Additional Fees, and Total Due. Includes a section for Office Use Only with checkboxes for Photo ID and Payment method.

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 for international scholarship verifications may take up to 7-10 days to process. 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**
Copy of Certification: **\$2 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**.

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

*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).