



Request for Certification

Complete all items. Please PRINT legibly.

(See reverse side for important information and detailed instructions)

Wichita State University, Registrar's Office - Campus Box 58, 1845 Fairmount St, Wichita, KS 67260-0058

Email: student.verification@wichita.edu Phone: 316-978-3055

Name Last First MI OR MyWSU ID Social Security Number

Address Number and Street City State Zip

Email Address Contact Phone

Other names used on record (example: maiden) DOB

Indicate the type of letter you need:

- Enrollment Verification
Degree Verification
Non-Attendance (no charge)
Pre-registration for: Semester Year
Certified copy of diploma (24 hours to process)
Overseas Invitation Letter

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

Recipient/Institution: International Phone Number:

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 \$12 fee.

Student's Signature Date

All requests faxed, mailed or emailed must include a readable copy of a government-issued photo ID.

Costs

Table with 3 columns: Item, Amount, Total Due. Rows include Certification (BRTN), Optional Additional Fees, Copy of Certification (BRAC), Priority Mail, USA (BREM), Next Day Delivery, USA (BREP), FEDEX, International (BREF), and Total Due.

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

Photo ID Verified by (Initials)
Paid by CC/Check/Invoice#

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 2-4 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 refused, with limited exceptions due to state and federal laws, for any student who owes the University money, property, or documents.

Certification Fees

IMPORTANT: DO NOT INCLUDE ANY CREDIT CARD INFORMATION BY EMAIL

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

Costs and Details for Certification Services

- **Certification Fee:** \$12 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.*
- **Extra Copy of Certification:** \$2.00 per copy
- **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 \$12 fee.

USPS Priority Mail - USA (<i>usually 2-3 days delivery</i>)	\$12 per order*
Next Day – USA (<i>FEDEX or Express Mail to PO Box, delivered next business day</i>)	\$20 per order*
FEDEX - International (<i>or equivalent</i>)	\$60 per order*