

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](mailto:student.verification@wichita.edu) Phone: 316-978-3055**

Name \_\_\_\_\_ OR \_\_\_\_\_  
Last First MI MyWSUID Social Security Number

## 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 schools.

Requests are generally completed within 2-4 business days but may take longer depending on the nature of the request (course description notarization, etc.). Requests may also take longer during especially busy times of the year such as the first two weeks of the semester 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