

KANSAS WESLEYAN UNIVERSITY

Office of the Registrar PH285, 100 E. Claflin, Salina, KS 67401

Telephone: (785) 833-4318

FAX: (785) 404-1485

E-mail: kdubhub@kwu.edu

Diploma Request Form

Instructions:

- Due to the Family Rights and Privacy Act of 1974 (FERPA) a student signature is required for the release of diplomas.
- Diplomas will not be issued if a student has a financial obligation to KWU.
- Print clearly to ensure proper mailing, diplomas will be sent to the address provided by you below.
- A \$25.00 fee (\$30 for diplomas being mailed internationally) must be paid in advance.

Social Security Number _____ KWU Student ID if known _____

Name _____
Last First Middle

List all other/previous names _____

Address _____
Street City State Zip

Home Phone _____ Work Phone _____

Date of Birth _____ Estimated dates of attendance _____
From To

Number of copies requested (enclose \$25 for each copy requested) _____

I would like my diploma mailed to the address below:

Name or Company

Street Address

City State Zip

Method of Payment

Amount of Check or Cash enclosed _____

Credit Card (Please check one): Visa MasterCard

Amount to be charged to card: _____

Card Number _____ Exp. Date _____ 3 digit code _____

Student Signature _____ Date _____

Office Use Only

Date Received _____ Amount Received \$ _____ Charge Cash Check

Date Sent _____ Staff Initials _____

Student has a financial hold – Date returned _____