



Paper Communication Request Form

Student's Name (Last, First, MI)

myWSU ID Number

Phone Number

INSTRUCTIONS >>>

The WSU Office of Financial Aid policy is to send all communications to the student's WSU email address. This email communication will direct the student to a secure website to view information regarding any documents needed to complete their financial aid application, and/or notify the student of their awards for the academic year.

If you would prefer paper communication with our office, you will need to complete this form and return it to the WSU Office of Financial Aid. Once we receive this completed form, we will set our processing system to generate all future communications pertaining to requests for documents and award notices via paper format only.

Please read and initial the following:

- I request that future communications regarding my financial aid application status and award notifications be sent to my mailing address through the U.S. Postal Service, instead of electronically through the WSU email/website system.
- I understand that it is my responsibility to insure that my correct mailing address is on file with the WSU Registrar's Office.
- I further understand that this authorization applies only to the WSU Office of Financial Aid, and will remain in effect throughout my WSU student career, or until such time as I submit a written request to cancel this form.

To cancel this form, and receive electronic communications you will need to send a written notice to the WSU Office of Financial Aid at finaid@wichita.edu.

Student's Signature

Digital signature cannot be accepted.

Date