



Request for SACM or Kuwait Certification

Complete all items. Please PRINT legibly. See reverse side for important information/instructions.

Name [Last] [First] [MI] OR [MyWSU ID] [Social Security Number]

Address [Number and Street] [City] [State] [Zip]

Email Address [ ] Contact Phone [ ]

Other Name used on records (ex: maiden name) [ ] Date of Birth [ ]

Semester and Year requested [ ] Graduate Student [ ] Undergraduate Student [ ]

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

Check Scholarship Type:

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

◆ Indicate what information needs to be verified:

[ ] Change of Major [ ] Extension/Modification [ ] Online/Hybrid Classes: Course & Term [ ]

Other (list) [ ]

Mail Certification(s) to:

Recipient/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.

Student's Signature [ ] Date [ ]

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

Costs

Certification (BRTN) \$15.00 \$ [ ]

Optional Additional Fees for Each Request/Address:

Copy of Certification (BRAC) \$ 2.00 \$ [ ]

Priority Mail, USA (BREM) \$12.80 \$ [ ]

Next Day Delivery, USA (BREP) \$20.00 \$ [ ]

FEDEX, International (BREF) \$60.00 \$ [ ]

Total Due: \$ [ ]

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

DO NOT INCLUDE ANY CREDIT CARD INFORMATION BY EMAIL

[ ] 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.

SACM or Kuwait requests are generally completed within 7-10 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.

**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 an 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: \$15 each
- 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 \$15 fee.

USPS Priority Mail – USA ( <i>usually 2-3 days delivery</i> )	\$12.80
Next Day – USA ( <i>FEDEX or Express Mail to PO Box, delivered next business day</i> )	\$20
FEDEX - International	\$60