

Kansas State University
Undergraduate Diploma Express Mailing Request
Spring 2017 Graduates
Return Form by June 15, 2017

Students receive a complementary diploma after graduation from Kansas State. Once a complementary diploma is received in the Office of the Registrar, a student may choose to have the diploma sent via express shipping (FedEx/DHL) by completing the following information and paying the applicable fees listed below.

Please note, **this fee is non-refundable**, for example, if a student is denied graduation or does not graduate when planned. Diplomas are mailed to the student's Diploma/Degree address in KSIS; please make certain the address is correct and that holds in your KSIS account have been cleared.

Clearly print your name and information

Last Name	First Name	Middle	Alternate names used
Wildcat ID	Date of Birth (mm/dd/yy)	Email Address	
Telephone Number		Degree Received	
Student Signature			

Delivery Fees*: (Cannot be mailed to an APO address)

☐ \$40.00 International Delivery
☐ \$25.00 Domestic Delivery

*Only ONE diploma will be mailed per envelope. Additional diplomas being requested to be express mailed require a separate request form completed and fees paid.

Payment Information:

☐ Check (Made payable to Kansas State University)
☐ Mastercard ☐ Visa ☐ Discover ☐ American Express

Card Number: _____ Expiration Date _____

Cardholder Signature _____ Date _____

Return completed form to:

Mail: Kansas State University
Office of the Registrar
118 Anderson Hall
919 N. Midcampus Drive
Manhattan, KS 66506

Fax: 785-532-5599
*(For Security Purposes our office
does not accept credit card payments
through email and any email requests
received will be destroyed)*