



WENZHOU-KEAN UNIVERSITY

Request for Enrollment Verification Letter

Full Name:	Kean ID:	Enrollment Status in <input type="checkbox"/> WZU <input type="checkbox"/> WKU
Major:	Entry Year:	Contact Number:
Email:		
<input type="checkbox"/> <b>Standard Letter:</b> I require a letter to: confirm the length of course and my start date of course. confirm my expected date of graduation. confirm my enrollment information. state that the courses are taught in English. state the degree conferral institution.		
<input type="checkbox"/> <b>Non-standard Letter</b> (Please put your special requests below in details. It might take longer than <b>FOUR</b> working days to deal with your special request.)		
Number of copies in <b>English:</b> _____      Number of copies in <b>Chinese:</b> _____ <b>Total copies:</b> _____		
<b>Fees:</b> Standard Letter: first two copies free; 10.00 RMB per additional copy. Non-standard Letter: 20.00 RMB for the first copy; 10.00 RMB per additional copy.		
<b>Payment:</b> Please pay the fees to the Office of the Registrar when you submit this form, and please prepare the cash since we do not accept any transfer from online banking.		
<p style="text-align: right;">Sign or Seal: Date: _____/_____/_____</p>		
<b>Collect</b> from Office of the Registrar (D202) <b>with your Student ID</b> after <b>FOUR</b> working days. (e.g. Submit on Monday collect on Friday)		
Student's Signature: _____      Date: _____/_____/_____		

OFFICE USE ONLY: Fees: \_\_\_\_\_ Tracking No.: \_\_\_\_\_

If payment is not made with this request and no payment has been received within 4 weeks of placing a request, we will assume your request is cancelled.

Letters will be kept by the Office of the Registrar for up to 3 calendar months, and will be shredded afterward.

Please return this Form to: Office of the Registrar, D202 General Education Hall, 88 Daxue Rd., Ouhai, Wenzhou, China 325060.

Tel No: 0577-55870163 E-mail: registrar@wku.edu.cn