WENZHOU-KEAN UNIVERSITY

Request for Enrollment Verification Letter

Full Name:	Kean ID:	Enrollment Status in ☐WZU ☐WKU
Major:	Entry Year:	Contact Number:
		Email:

☐**Standard Letter:**
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.

☐**Non-standard Letter** (Please put your special requests below in details. It might take longer than **FOUR** working days to deal with your special request.)

Number of copies in **English**: _____ Number of copies in **Chinese**: _____ **Total copies:** _____

Fees:
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.

Payment: Please go to the Finance Department (A208, Training Hall) to pay the fees.

Sign or Seal:
Date: _____/_____/_____

Collect from Office of the Registrar (B209) **with your Student ID** after **FOUR** 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, B209 General Education Hall, 88 Daxue Rd., Ouhai, Wenzhou, China 325060.
Tel No: 0577-55870163 E-mail: registrar@wku.edu.cn