# Request for Enrollment Verification Letter

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<tr>
<th>Full Name:</th>
<th>Kean ID:</th>
<th>Enrollment Status in</th>
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<td>□ WZU  □ WKU</td>
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<tr>
<th>Major:</th>
<th>Entry Year:</th>
<th>Contact Number:</th>
<th>Email:</th>
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☐ **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.)

<table>
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<tr>
<th>Number of copies in English:</th>
<th>Number of copies in Chinese:</th>
<th>Total copies:</th>
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**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