



WENZHOUCHEAN
UNIVERSITY

Request for Letterhead Paper & Envelope

Full Name:	Kean ID:	Enrollment Status in <input type="checkbox"/> WZU <input type="checkbox"/> WKU
Major:	Entry Year:	Contact Number: Email:
<input type="checkbox"/> Letterhead Paper: Number of copies: _____		
<input type="checkbox"/> Envelope Number of copies: _____		
Fees: Letterhead Paper: 1.00 RMB each Envelope: 5.00 RMB each		
Payment: Please go to the Finance Department (A208, Training Hall) to pay the fees. <p style="text-align: right;">Sign or Seal: Date: _____/_____/_____</p>		
Collect from Office of the Registrar (B209) with your Student ID after ONE working day. (e.g. Submit on Monday collect on Wednesday)		
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.

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