Kansas City University

OFFICE USE ONLY
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Academic Records Request

Office of the Registrar • 1750 Independence Ave., Kansas City, MO 64106 • p. 816.654.7190 • f. 816.654.7191 • registrar@kansascity.edu

All official transcript requests must be placed through the National Student Clearinghouse. If you are a graduate seeking document uploads for a residency or fellowship application, please use the Residency and Fellowship Application Request form. You can find more information at https://www.kansascity.edu/registrar.

Once the form is complete, including a physical signature, please submit to the Office of the Registrar.

This form is intended for use by graduates/former students only.

Student Information

Name _____ **Former Name** _____

SSN# *Last four digits* _____ **Date of Birth** *(MM/DD/YYYY)* _____ **Student ID** _____

Graduation Year *or Last date of attendance* _____ **Program** _____ **Campus** ☐ Kansas City ☐ Joplin

Address _____ **City** _____ **State** _____ **Zip** _____

Email _____ **Phone** _____

Request

You must complete this records request form regardless of which KCU department maintains the requested record. Your request will be directed to the department that maintains the requested record.

If the type of record you want to request is not listed below, please attach a detailed list to this form of the specific items you are requesting.

- ☐ **Enrollment/Degree Verification Form** *Please describe the type of verification needed and attach relevant forms/documents:*
- ☐ **Letter of Verification of Graduation**
- ☐ **Workday Password Reset** *Available only to students who graduated/separated from KCU within the last 18 months. The email address listed above will be used for the password reset.*
- ☐ **Copy of Diploma –** ☐ Certified Paper Copy ☐ Certified PDF
- ☐ **MSPE (Dean's Letter)**
- ☐ **Financial Aid Information**
- ☐ **Student Account Information**
- ☐ **See Attachment**

Inspection and Review

Students may inspect and review their education records. If circumstances effectively prevent the student from inspecting and reviewing their records, or in KCU's discretion, KCU will make alternative arrangements or provide a copy of the requested education records. If applicable, select your preferred method of delivery.

If you are requesting documents to be processed and sent to a third-party, provide their name and information for their required delivery method.

Designate Records Recipient | Designate Delivery Method

Third-party delivery destination (email address, URL, or mailing address based on selection above):

_____

Student Signature _____ **Date** _____