



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

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

NOTE: Most documents requested can be sent electronically.

Verification Form Please provide the name/type of form _____

Letter of Verification of Graduation

Workday Password Reset*

MSPE (Dean's Letter)

Copy of Diploma** – Certified Paper Copy Certified PDF

Other** Please specify _____

*Available only to students who graduated/separated from KCU within the last 180 days. The email address listed above will be used for the password reset.

**Available only if copy is on file in the Office of the Registrar.

Special Instructions:

Delivery

Select one of the following.

Email to the following address: _____

Upload to _____

Mail to the following location(s):

Student Signature _____ **Date** _____