



**INSTRUCTIONS:** This form must be filled out completely and submit with valid government-issued ID in order to be processed; missing information will result in delay in processing time. Payment must be made when the form is submitted; submit the form with payment by email to [studentservices@psuca.edu](mailto:studentservices@psuca.edu). No service will be given to student whose financial obligations to Pacific States University have not been satisfied.

### Student Information (All information required to identify your record— must print CLEARLY)

PSU Student ID	Date of Birth (mm/dd/yyyy)	<b>Please include a copy of a valid government-issued photo ID (driver's license or passport, etc.) for proper identification verification.</b>	
Full Name (Last, First, Middle)			
Full Name While Attending PSU (Last, First, Middle)			
Current Mailing Address – Street			
City	State	ZIP/Postal Code	Country
Telephone		E-mail Address (Current Student Must Use PSU Email)	

#### A. Document

- |  |                          |
|--|--------------------------|
| <input type="checkbox"/> Degree Verification   | \$10.00 x _____ copy(s)  |
| <input type="checkbox"/> Enrollment Verification                                       | \$10.00 x _____ copy(s)  |
| <input type="checkbox"/> MetroPass Letter  | \$10.00 x _____ copy(s)  |
| <input type="checkbox"/> Tuition Payment History                                       | \$10.00 x _____ copy(s)  |
| <input type="checkbox"/> I-20 ( <input type="checkbox"/> Check for travel endorsement) | \$20.00 x _____ copy(s)  |
| <input type="checkbox"/> Others*: _____  | \$ _____ x _____ copy(s) |
| _____  | \$ _____ x _____ copy(s) |
| _____  | \$ _____ x _____ copy(s) |
| _____  | \$ _____ x _____ copy(s) |
| _____  | \$ _____ x _____ copy(s) |

\* Please check with the Office of Student Services for the fee confirmation

#### B. Processing Time (select only one; excludes delivery time)

Requests received after 1:30 PM will begin processing the next business day.

- ☐ Standard – 7-14 business day **NO FEE**  
*(Note: Delays in processing may occur during both grading and registration periods.)*
- ☐ **Unavailable** Expedited – 1 business day \$20.00/copy/document

#### C. Delivery Method (only one delivery method per copy)

- ☐ **Unavailable** In-Person Pick-Up **NO FEE**  
*(Note: Photo identification is required to pick up your document(s). If you authorize another individual to pick up, you must email Student Services a letter of authorization and that person must provide his or her own photo ID. The document(s) requested for pick-up and not claimed within 30 days of notice will be destroyed and may not be replaced without submission of new form and applicable fee)*
- ☐ Email **NO FEE**
- ☐ U.S. first-class mail – domestic **NO FEE**
- ☐ U.S. first-class mail – international \$10.00  
*(Note: Document(s) requested to be delivered via U.S. first-class mail may not be replaced if lost, stolen, or damaged; no tracking number is provided.)*
- ☐ FedEx to U.S. addressee \$25.00
- ☐ FedEx to international addressee \$100.00

#### D. Delivery (select one)

##### I. Mailing instructions – for mail delivery only

- ☐ Mail to current mailing address as shown above
- ☐ Mail to different mailing address below

To: \_\_\_\_\_

Address Line 1: \_\_\_\_\_

Address Line 2: \_\_\_\_\_

Phone: \_\_\_\_\_ ☐ Residential ☐ Commercial

##### II. Email information – for email delivery only (one email per copy requested). If more than three (3) email addresses, please contact Office of Student Services.

Email 1: \_\_\_\_\_

Email 2: \_\_\_\_\_

Email 3: \_\_\_\_\_

#### Payment & Certification (Payment is due upon form submission)

Total Amount Due (Sections A+B+C): \$ \_\_\_\_\_ (Non-Refundable)

- ☐ **Unavailable** In-Person (only for in-person submission)
- ☐ Credit Card (**Visa or MasterCard only; \$10 minimum required**)
- Name on Card: \_\_\_\_\_
- Credit Card Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_
- CV Code: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ ☐ Visa ☐ MasterCard
- ☐ Check if billing address is the same as student information mailing address.
- ☐ If different, \_\_\_\_\_
- ☐ All information entered on this form will be kept strictly confidential by Pacific States University. By checking this box, I acknowledge that I am an authorized user of the above credit card and authorize Pacific States University to charge the credit card above for the total amount due shown above. All fees are non-refundable.

Authorization Signature Required (Digital or electronic signature is not accepted)

X

Date Signed (mm/dd/yyyy)

#### OFFICE USE ONLY

Amount Paid	Received by	Verified by Finance Office	Processed by Registrar	Mailed Out by	Notes:
Receipt No.	Received Date	Verified Date	Processing Date	Mailing Date	FedEx Tracking#
					Emailed: <input type="checkbox"/> Student Services <input type="checkbox"/> Registrar's Office