



# Enrollment Services Express Options Form

**KUMC Office of the Registrar**  
3901 Rainbow Blvd., MS 4005  
Kansas City, KS 66160  
**Phone:** 913-588-7055  
**Fax:** 913-588-8841  
**Email:** kumcregistrar@kumc.edu

**Instructions:** All degree verification, licensure completion, and transcripts services are processed in the order that they are received and mailed through regular postal mail. This form is used to request special express options. In order to receive express service, you must complete this form with appropriate payment information and attach it to the original request. Express Options will not be rendered without payment.

Student Name \_\_\_\_\_ KU ID Number \_\_\_\_\_

Email \_\_\_\_\_ Phone Number \_\_\_\_\_

### Express Options

#### Same-Day Services (Must be received by 12:00 pm)

Domestic Mail	\$15
Pick-up in Dykes Library G035	\$15
Federal Express Overnight	\$35
Federal Express Overnight International	\$45

#### Other Options

Fax Charge (Outside agencies only. Transcripts cannot be faxed.)	\$5
Priority Mail with Delivery Confirmation	\$7
Federal Express Overnight (not same day service)	\$15
Federal Express Overnight International (not same day service)	\$25
<b>Total Amount</b>	<b>\$</b>

Fax Number (if applicable) \_\_\_\_\_

Payment Options:    Check or Money Order    Visa    MasterCard    Discover

Credit Card Number: \_\_\_\_\_ Security Code: \_\_\_\_\_

Expiration Date:    /    Zip Code: \_\_\_\_\_

Name on Card: \_\_\_\_\_ Signature: \_\_\_\_\_

#### Office Use Only

Date Received: \_\_\_\_\_ Time Received: \_\_\_\_\_ By: \_\_\_\_\_ Payment Processed: \_\_\_\_\_