



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	\$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
Total Amount	\$

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: _____