

International Mailing Form

Please complete and e-mail this form to: international@washburn.edu

DATE: _____

Document(s) to be mailed:

☐ Diploma

☐ Transcript*

WIN: _____

NAME: _____

* If requesting a transcript, you must also submit the [transcript request form](#) and pay the fee.

PHONE: _____

I, _____, give permission to the International House to pick up and mail my document(s) to my home country. Please mail to the following address:

(**Note:** All direct exchange students' documents will be sent as a group to their home university.)

Signed,

OFFICE USE ONLY:

Received by: _____ (Student One Stop)

Date: _____

Paid: \$60 FedEx _____