

Credential Requests Form

Please thoroughly complete the following information.

Candidate's Name: _____ FHSU ID Number: _____

Current Address: _____

City, State, & Zip Code: _____

Telephone: _____ Graduation Date: _____ FHSU SMPC MM
(Daytime)

SEND TO:

Name: _____ Title: _____

Company / USD: _____

Mailing Address: _____

City, State, Zip Code: _____ Fax #: _____
(Only if wanting credential faxed - See Billing Policy)

SEND TO:

Name: _____ Title: _____

Company / USD: _____

Mailing Address: _____

City, State, Zip Code: _____ Fax #: _____
(Only if wanting credential faxed - See Billing Policy)

SEND TO:

Name: _____ Title: _____

Company / USD: _____

Mailing Address: _____

City, State, Zip Code: _____ Fax #: _____
(Only if wanting credential faxed - See Billing Policy)

SEND TO:

Name: _____ Title: _____

Company / USD: _____

Mailing Address: _____

City, State, Zip Code: _____ Fax #: _____
(Only if wanting credential faxed - See Billing Policy)

Send to: Career Services, Fort Hays State University, 600 Park Street, Hays, KS 67601-4099

Billing Policy: All current, undergraduates will receive credentials for free. All Alumni will receive five sets of credentials free, per academic year (September 1 through August 31). After five sets, the Alumni will be charged \$3 per set. Credentials may be faxed to employers by candidates for a fee. Current students and alumni will be charged \$5 per faxed request. There will be no charge if the employer contacts our office directly to request a file to be faxed. For more information, please contact our office at: Phone #: (785) – 628 – 4260 or careers@fhsu.edu.