

# WSU Office of Financial Aid

## Paper Communication Request Form

The practice of the WSU Office of Financial Aid is to send all communications regarding the student's aid application status and / or award notices electronically to the student's WSU email address. This email communication will direct the student to a secure website to view information regarding any documents needed to complete their financial aid application, and / or notify the student of their awards for the academic year.

**If you would prefer to communicate with our office via paper, instead of electronically, you will need to complete this form and return it to the WSU Office of Financial Aid.** Once we receive this completed form, we will set our processing system to generate all future communications pertaining to requests for documents and award notices via paper format only.

\_\_\_\_\_  
Student Name (please print)

\_\_\_\_\_  
Last 4 digits of Social Security Number

\_\_\_\_\_  
myWSU ID #

**I request that future communications regarding my financial aid application status and award notifications be sent to my mailing address through the U.S. Postal Service, instead of electronically through the WSU email / website system. I understand that it is my responsibility to insure that my correct mailing address is on file with the WSU Registrar's Office.**

**I further understand that this authorization applies only to the WSU Office of Financial Aid, and will remain in effect throughout my WSU student career, or until such time as I submit a written request to cancel this form.** To cancel this form, and receive electronic communications you will need to send a written notice to the WSU Office of Financial Aid at [finaid@wichita.edu](mailto:finaid@wichita.edu).

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Deliver by mail or fax to:** Wichita State University  
Office of Financial Aid  
1845 N. Fairmount  
Wichita, KS 67260-0024

**Deliver in person to:** WSU Office of Financial Aid  
(Drop-box also available) Room 203, Jardine Hall

**Fax to:** (316) 978-3396