



**Kansas Wesleyan University**

**C A R E E R S E R V I C E S**

100 E. Claflin Ave., Salina Kansas ♦ 785-827-5541 ext 1162 ♦ carla@kwu.edu

## Teaching Credentials Checklist

**Before Credentials Packets will be sent to potential employers, the following items *MUST* be received in the Student Development/Career Services Office:**

- List of references: signed, dated, and option for release checked.
- Three Recommendations: signed, dated, and option to waive/access checked (before given to recommender with stamped, self-addressed envelope)
- Transcript: current, UNOFFICIAL (free when sent to Student Life – \$5 fee if sent elsewhere)
- Transcript: after graduation, Indicates completion of degree. UNOFFICIAL (free when sent to Student Development/Career Services Office – \$6 fee if sent elsewhere)
- OFFICIAL Transcripts must be requested and sent from the Enrollment Office (\$6 fee)
- COPY of teaching certificate (can be faxed 785-827-0927 attn: career services, campus box 30)

### **Additional Information/Instructions to remember:**

- Transcript requests must be in by 5 p.m. Monday to be processed Tuesday. Transcript requests must be in by 5 p.m. Wednesday to be processed Thursday
- First 10 requests to have credential files mailed are free. A \$2.50 fee will be charged for any after additional file mailing requests.
- You send your resume and cover letter personally to employers – these are not included in your credentials packets that Career Services mails for you.
- To request that credential files be mailed:
  - Mail or email the entire address of employer(s) where credentials are to be sent and who to attend it to:

Kansas Wesleyan University  
Career Services/Student Development  
100 E. Claflin, Campus Box 30  
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