



## Kansas Wesleyan University Teacher Credentials Files Checklist

The following items *MUST* be submitted to the KWU Career Center:

- **List of 3 References:** signed, dated, and option for release checked.
- **3 Letters of Recommendations:** signed, dated, and option for release checked.
- **Transcripts:** Unofficial, if requesting your Teacher Credential Files prior to graduation
- **Transcripts:** Official transcripts must be requested and sent from the Enrollment Office to the Kansas Wesleyan University Career Center after your final grades are submitted.
- **Teaching Certificate:** A copy of your teaching certificate.

Additional Information/Instructions to remember:

- Transcript requests must be in by 5p.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 \$5.00 fee will be charged for any after additional file mailing requests.
- You should send your resume and cover letter personally to prospective employers. These documents are not required for your Teacher Credential File.
- To request that credential files be mailed or emailed to employers, please contact Shelby Dickson with the entire address of employer(s) where credentials are to be sent to:

Bridget Weiser  
Kansas Wesleyan University  
100 East Claflin, Campus Box 30  
Salina, Kansas 67401

[bridget@kwu.edu](mailto:bridget@kwu.edu)

785-833-4325