

To Whom It May Concern:

Wright State University does not complete forms or generate customized letters verifying information otherwise available on an Official Academic Transcript, Enrollment Verification Certificate, Degree Verification, or Term Statement with Class Schedule, available to students through WINGS Express. **Enrollment verification is not available prior to the start of the term.** An Official Academic Transcript or Term Statement with Class Schedule may be provided by the student to third parties to demonstrate pre-registration for a future term. Wright State University does not maintain class rank information, or provide character references for students. Please see below a list of common requests and how to request documentation for each. **You may print this letter as proof of the University Policy.**

**Official Academic Transcripts** are available via [WINGS Express](#) or at [www.wright.edu/transcript](http://www.wright.edu/transcript). The Official Academic Transcript shows in-progress/pre-registrations for future terms, grade point average, and any academic probationary statuses. These transcripts are distributed by Parchment. **They will never come from Wright State University directly.**

- **Letter of “Good Standing”**
- **“Good Student” Status for Insurance Purposes**
- **International, Military, and Law School Admissions Council Verifications**

**Enrollment or Degree Verification** are available to students free of charge via [WINGS Express](#) and for third-parties at [www.degreeverify.org](http://www.degreeverify.org) for:

- **Enrollment Verification**
- **Projected Graduation Date**
- **Degree Verification** - Also reflected on an Official Transcript.
- **“Good Student” Status for Insurance Purposes** - Use Enrollment Verification.
- **Academic and/or Enrollment Information for the Ohio Department of Job and Family Services** – Use Enrollment Verification or Official Transcript.
- **External Scholarship Requests** – for current/past term(s). Wright State tax ID number is 31-0732831 if requested. Provide Term Statement with Class Schedule available via WINGS Express or provide Transcript.

**Term Statement with Class Schedule** is accessible via WINGS Express for:

- **Tuition and Fees Owed** - We can only provide a Statement of Account to verify tuition and fees for terms for which you have scheduled classes and the billing period has opened. We cannot provide a Statement of Account to verify tuition and fees for future terms and for terms which you have not scheduled classes.
- **Tuition and Fees Paid** -Your Statement of Account is used to verify what has been paid and by what method.
- **External Scholarship Requests** – for future term. Wright State tax ID number is 31-0732831 if requested. Provide Term Statement with Class Schedule available via WINGS Express.

**Other Common Requests**

- **Transient Student Form** – We do not process these forms. Wright State does not have transient permission forms. The official transcript is used to verify “good standing” and eligibility to return. For instructions on how to obtain tentative transfer credit see <https://policy.wright.edu/policy/3215-transfer-credit-regulations>. The institution you are applying to should determine your eligibility to enroll.
- **Mode of Instruction and/or Campus of Instruction** – International students requiring Mode of Instruction or Online Instruction Verifications should contact [askucie@wright.edu](mailto:askucie@wright.edu).
- **Common Application** – We do not process these forms. The information requested will be listed on an official transcript; GPA is not weighted at Wright State.

**Disciplinary or Academic Conduct** records are maintained by the Office of Student Conduct. Contact them at 937-775-4240 or [studentconduct@wright.edu](mailto:studentconduct@wright.edu).

If you have additional questions, you should contact Enrollment Services at 937-775-4000 or [enrollmentservices@wright.edu](mailto:enrollmentservices@wright.edu)