

**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  
Sailna, Kansas 67401

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

785-833-4325

**Office of Student Development**

**785-827-5541 ext. 1162 - 100 East Claflin - Salina, Kansas 67401 - FAX (785) 827-0927**