

OFFICE OF THE REGISTRAR
Sherman Hall 110
1 University Circle
Macomb, IL 61455-1390

Phone: (309) 298-1891
Fax: (309) 298-2787
Email: R-Office@wiu.edu
Visit: wiu.edu/registrar

AFFIDAVIT OF DEPENDENCY

TO: Office of the Registrar

FROM: _____
Parent's Name (print)

I certify that _____ is claimed on my
Student's Name (print)

most recent Federal Income Tax form as my dependent.

I understand that this form is a legal document certifying that I have declared my son/daughter as one of my legal dependents for the current calendar year. I understand that I need to submit a copy of this year's federal income tax form*, which documents a listing of my dependents, to the Office of the Registrar.

If I file a properly executed Affidavit of Dependency on an annual basis, I am entitled to receive academic information including a copy of my son's/daughter's academic transcript providing I submit a written request, indicating what information I am requesting, to the Office of the Registrar.

Parent's Signature: _____ Date _____

Parent's Address: _____

Subscribed and attested to before me this _____ day of _____, _____.
Month Year

Notary Public
(print name): _____

Signature: _____

Business Address: _____

(Seal) _____

*For our purposes, the completed income tax form does not need to include monetary amounts.

This Affidavit of Dependency is valid for a calendar year from January 1 through December 31 regardless of when the affidavit is filed with the Office of the Registrar. Upon expiration of the affidavit, you may not obtain any academic information without filing an updated Affidavit of Dependency. This application may be obtained by printing it off the website at wiu.edu/Registrar/forms/ or by contacting our office directly.

Please be aware that if your son/daughter has an encumbrance (hold) with the University, you may not receive academic transcripts until said hold is cleared through the appropriate office. Questions about University encumbrances may be directed either to the Billing and Receivables Office, Sherman 106, (309)298-1831, or the Office of the Registrar, Sherman Hall 110, (309)298-1891.