Kansas
Certificate of Enrollment

Applicants may sit for the first section of the Uniform CPA Examination (Exam) up to 60 days before meeting the education requirements. The applicant is required to submit final official transcripts and any documents verifying completion of the education requirements to CPA Examination Services by certified mail, return receipt requested within 120 days after the applicant has taken the first section of the Exam. Should the CPA Examination Services fail to receive the required documentation within 120 days of the applicant taking the first section of the Exam, the Board may void the applicant's scores, subject to notice and an opportunity for a hearing before the Board.

Part 1 - To be completed by the candidate:
(After completing Part 1, submit this form to the registrar of the academic institution where your degree is being pursued.):

1. Applicant's Name: _____ _____ _____
    First Name   Middle Name   Last Name

2. Date of Birth: _____   3. National Candidate ID: _____
    mm/dd/yyyy   On your CPA Portal Homepage, click your name, select My Info, it is listed under the CPA Portal Information.

4. I understand that I must complete my education no later than 60 days following the date I sit for my first section of the examination. Failure to meet this deadline may result in my scores (including conditional credit) being voided by the Kansas Board of Accountancy. I further understand that I will be required to submit a final official transcript documenting successful completion of the courses and/or degree listed below to CPA Examination Services within 120 days by certified mail, return receipt requested, after I have taken the first section of the Exam.

_____   _____
Applicant's Signature   Date

5. Name of academic institution: _____

Part 2- To be completed by the registrar of the academic institution:

1. Courses in which the candidate is currently enrolled:

Course Name	Course Number	Number of Number of Credit Hours	Anticipated Completion Date mm/dd/yyyy

2. Degree to be conferred: _____ _____ _____
    Type (BS, BA, MBA, etc)   Major   Expected Graduation Date

Seal of Institution	_____ Signature of Dean or Registrar	_____ Title
		_____ Date

This form must be uploaded as part of your Education Evaluation Application through your CPA Portal.
(If the form is completed with a seal or embossing, it must be visible on the electronic version to be considered official.)

If you are submitting this form AFTER you have already submitted your online application, you can email the form to:
etranscript@nasba.org