

**REQUEST FOR ONE MICROSOFT OFFICE SUITE PRODUCT EXAM
AT NO CHARGE**

- Please fill in the first three lines, then print this form and take it to one of the people listed below to have them sign it to verify that you have a major in the CSB (BSBA or MBA).
- Sign up for an exam date and time at <https://www.missouriwestern.edu/mwsu-testing-centers/certification-exams-through-certipoint/>
- Bring this signed form with you on the day of your exam and give it to the proctor to redeem your one exam at no charge.

Name:

G#:

MWSU email address:

Verify your major is in the CSB by having one of the staff members listed below sign and date it:

- Your academic advisor
- Your Excel Teacher
- Tom Williamson
- Nick Sutton
- Peggy Leland
- Kathy Kelly

Signature

Date