Request for Official Enrollment Verification

Enrollment verifications are generally handled through the National Student Clearing House (www.degreeverify.org). However, if your verification requires a seal or additional information, please complete this form and submit it by e-mail, mail, fax, or in person to the Registrar's Office. All requests must include student's handwritten signature.

Name: _____ Student ID: _____

Previous Name (if applicable): _____ Date of Birth: _____

E-mail: _____ Phone Number: _____

Purpose for request:
☐ Military   ☐ Scholarships   ☐ Insurance Purposes   ☐ Other

Choose one of the following:
☐ Mail: print address below   ☐ Fax # (include Area Code)   ☐ Pick Up

_____   _____

_____   Name/Company to be sent to:

_____   _____

_____

Verify Enrollment for CURRENT term only: (You MUST be registered for the term selected)

☐ Spring _____   ☐ Fall _____   ☐ Summer _____

Please check one:

☐ Full time (Undergraduate= 12.0 units or more/ Graduate= 8.0 units or more)

☐ Half time (Undergraduate= 6.0 to 11.5 units/ Graduate= 4.0 to 7.5 units)

☐ Less than Half time (Undergraduate= .5 to 5.5 units/ Graduate= .5 to 3.5 units)

Verify enrollment for previous term(s):

Verify enrollment for specific term(s). Please list these terms: _____

Verify enrollment for ALL previous terms.

☐ Verify Term GPA   ☐ Verify Degree Awarded

☐ Verify Anticipated Graduation Term *(Only if you have officially applied to graduate via the Application for Degree and Diploma form)*

Please Note: Any outstanding obligations to the University must be completed before request can be processed

Student's Signature _____ Date _____

Administration Use Only-Records & Registration			
Processed by: _____	PS Update: _____	Student Notification: _____	
(Staff Initials)	(Date)	(Date)	Revised 04/03/2019