

**REQUEST FOR OFFICIAL ENROLLMENT VERIFICATION**

Please allow five to ten working days for processing. If mailing this request, please send to address listed above. All requests MUST include the student's original signature. No faxed requests will be processed.

Student's Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_  
 Previous Name (if applicable): \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 Student Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Choose one of the following:**

Mail: *address below*  Fax: *print number below*  Pick Up

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ Zip Code \_\_\_\_\_

\_\_\_\_\_  
 Fax number (include Area Code)  
 \_\_\_\_\_  
 Name/Company to be sent

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

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Spring 20\_\_\_\_  Fall 20\_\_\_\_  Summer 20\_\_\_\_

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

**Administrative Use Only-Records & Registration**

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_ Student Notification: \_\_\_\_\_  
 (Staff Initials)