



ENROLLMENT/DEGREE VERIFICATION REQUEST

In order to ensure timely and accurate processing of your request, please complete all sections of this form and include your signature. Enrollment verifications are processed in the order of receipt within 2 working days and will be mailed or faxed.

Please print student information clearly.

Form with fields: Student Identification Number or SSN (last 4):, Date:, Last Name:, First Name:, Name Previously Attended:, Contact Number:, Address:, City, State, Zip Code:, Signature:

Select the type of information you wish to include on your verification:

- Currently Enrolled? \_\_\_ Yes \_\_\_ No
Degree Earned? \_\_\_ Yes \_\_\_ No
Anticipated Graduation Year: \_\_\_\_\_
Select Term:
Fall \_\_\_ Winter \_\_\_ Spring \_\_\_ SUM \_\_\_
\_\_\_ Enrollment Verification w/o GPA
\_\_\_ Enrollment Verification w/GPA
\_\_\_ Student Schedule
Process with:
\_\_\_ Degree post
\_\_\_ Attached Form
\_\_\_ Transcript Request
\_\_\_ Receipt # \_\_\_\_\_
\_\_\_ Embassy Letter
Student's request to Embassy (See Attached Template)

Complete Address or fax number of verification destination. Please print clearly.

\_\_\_ Fax \_\_\_ Mail

Form with fields: Company:, Attention to:, Address:, City:, State:, Zip Code:, Fax Number:

OFFICE USE ONLY

Received By: \_\_\_\_\_ Date: \_\_\_\_\_
Processed By: \_\_\_\_\_ Date Mailed: \_\_\_\_\_
Revised May 2020