



Enrollment Verification

Enrollment verification letters will be produced for completed semesters and semesters currently enrolled only. Enrollment cannot be verified for a semester until classes have begun meeting for that semester. Please allow four days for processing.

Name

ID number

Date of Birth

Phone number

Department

Signature

Date

Indicate which semester(s) the enrollment verification is for:

- The current semester
- All semesters attended
- Fall semester year _____
- Spring semester year _____
- Other (*Please specify*) _____
- Number of copies requested _____

Please list any additional comments you would like to add to the verification:

- I will pick up this letter on _____ (date.)

Please send this letter to: _____

For Office Use Only

Enrollment verified

Initials: _____

Date: _____