

Enrollment & Degree Verification Request

Please Note: Enrollment verifications are official documents issued by the Office of the Registrar. *To ensure timely and accurate processing of your request, please complete all sections of this form. Requests are processed within 3 business days (excluding holidays and peak periods), however, every attempt will be made to meet the request. Your signature is required for the release of your information.*

Today's Date	Campus ID (current students)	Email Address	Phone Number
Full Name (Last, First, Middle Initial)		Date of Birth	

Verification Type

- Degree Verification (\$15.00)** *Includes, majors, minors, certificates declared, degree(s) earned, and terms/dates of attendance.*
- Enrollment Verification (\$5.00)** *Includes, full-time/part-time status, expected graduation date, major(s), minor, credit hours, and terms/dates of attendance*
- Include cumulative GPA
 Include Expected Graduation Term
 Fall _____ Spring/Summer _____

Additional Information

- Include Pre-Registration for upcoming semester – processed only if you have registered for the upcoming semester. *You are not officially enrolled until the first day of classes for the semester.***
- Please complete and include the attached form to verification request.**

Forwarding Instructions

- I will pick up my completed verification (photo ID required)**
- Mail my completed verification to the following individual/organization**

Mailing Address – *Please clearly print name and address*

I certify that I am the above listed person requesting the verification of my academic record. I additionally authorize the Office of the Registrar to release the information requested on this form.

Print Name (Please print clearly)	Signature (Required)
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Office of the Registrar Use Only

Processed Date	Processed By
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