



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

We will verify all dates enrolled, as well as the part-time/full-time status for each semester. Please list any additional comments you would like to add to the verification:

Number of copies requested _____ Please see additional addresses on back

- I will pick up this letter on _____ (date.)
- or
- Please fax this letter to: _____
- attention:* _____
- company:* _____
- or
- Please send this letter to: _____
- _____
- _____
- _____

For Office Use Only

Enrollment verified

Initials: _____

Date: _____