



## **Enrollment Verification Request**

In accordance with the "Family Education Rights and Privacy Act of 1974" Public Law 93-380 (Education Amendment of 1974), enrollment verifications cannot be released without a written request and signature from the student, except to certain authorized college officials.

NOTE: Please allow 3 - 5 business days for your request to be processed. Please fill in each section completely. Third party requests can be fulfilled through the National Student Clearinghouse.

**PLEASE PRINT LEGIBLY:**

**Name:** \_\_\_\_\_ **Student ID Number:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**PLEASE CHECK ONE:**

**I will pick up my enrollment verification.**

**Email my enrollment verification to me at**

**Mail my enrollment verification to me at the address above.**

**Email my enrollment verification to the following address:** \_\_\_\_\_

\_\_\_\_\_

**Enrollment Verifications already include full/part-time status, dates of attendance, and credit hours. If you require additional information, please check the appropriate box below:**

**GPA**

**Program of Study**

**Anticipated Graduation Date (You must have a declared major)**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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Office use only

Date completed \_\_\_\_\_ Initials \_\_\_\_\_