



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. Your Social Security Number will be included unless otherwise requested below. 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:** _____