Request for Verification of Enrollment for Current Students

_____
(Print Name)

_____
(Student ID)

_____
(Phone number)

Please complete all three sections below

1 Indicate the semester(s) and years(s) for which you are requesting verification of enrollment:

  ○ Fall   _____
  ○ Spring   _____
  ○ Summer   _____

2 Indicate what type of documentation you will need from us:
  ○ Letter of enrollment status – to be provided by the Admissions Office
  ○ Completion of an enrollment form – to be provided by the student

3 Indicate where the documentation will need to be sent:

  ○ I will pick up the documentation on: _____ **PHOTO ID REQUIRED**
    *If another person will be picking up the documentation on your behalf, please indicate their
    name:_____ **PHOTO ID REQUIRED**

  ○ Mail the documentation to the address listed below:
        Attn: _____
        Company: _____
        Address: _____
        City, State, Zip: _____

  ○ Fax the documentation to:
        Attn: _____
        Fax number: _____

Signature: _____

Please allow 24 hours for your request to be processed