

## ENROLLMENT VERIFICATION REQUEST FORM

Enrollment verifications are typically used to verify enrollment status for students. Letters verifying enrollment are only completed after a student's registration is completed and the student is enrolled. Letters of verifications include full/part-time status, dates of attendance, student identification number, units enrolled, expected graduation date, and social security number. Please use your JSU email account to submit the completed form to [registraroffice@jsums.edu](mailto:registraroffice@jsums.edu). Allow 3-5 business days for processing.

### Student Information:

Name: \_\_\_\_\_ Student ID Number (J#) \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### Information Requested:

\_\_\_\_ Letter of Good Standing

\_\_\_\_ Verification of Enrollment

\_\_\_\_ Letter of Non-Attendance

\_\_\_\_ Additional information to be verified: \_\_\_\_\_

Term(s) requesting verification (i.e. Fall 2019): \_\_\_\_\_

### Please indicate delivery option:

Mail: Name/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: Email Address: \_\_\_\_\_

Fax: Fax Number: \_\_\_\_\_

Pursuant to the provisions of the Federal Family Educational Rights and Privacy Act (FERPA), I grant permission for my information to be released to the requested party as indicated on this form.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

### For Registrar's Office Use Only

Processed By: \_\_\_\_\_

Date: \_\_\_\_\_

Comments: \_\_\_\_\_