

Verification Request Form

Student name _____

Student ID# or SS# _____ Cell phone _____

Email _____ Daytime phone _____

Address _____

Instructions Use this form to request an enrollment verification. All enrollment verifications are processed by the Office of the Registrar. Please note: Verifications are processed within two to three business days and in the order they are received. Verification requests are not processed for students with a balance due.

Verification of

- Current enrollment* Registration for upcoming term Not currently enrolled
- Past enrollment (year _____ term _____)
- Verify degree earned/graduation recommended
- Paraprofessional student with Labor Studies
- Cumulative GPA
- No undergraduate transcript available (no credit earned)* prior to Fall 2015 only
- Check to include SS# in verification letter (if not checked only last four digits will be included)**

*Please note that we cannot produce an enrollment verification for terms for which the student is not enrolled. If an incomplete grade has been awarded for a previous term there is no current enrollment to report. Grades and anticipated graduation dates will not be provided.

Delivery Options:

- Mail (indicate to whom below) Email – provide email address Fax (indicate to whom below)

Please send my verification to the following address _____ _____ _____ _____	Please send my verification to the following fax # Attention to _____ _____ Fax _____ Reference/policy # (if necessary) _____
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Please sign the completed form and return via:

fax 518-580-0105

or

U.S. mail

email RegistrarsOffice@esc.edu

SUNY Empire State College
Office of the Registrar
2 Union Ave.
Saratoga Springs, NY 12866-4390

Student signature _____ Date _____

In accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, your signature is required to authorize the release of enrollment verifications.

For Office Use: Date mailed _____ Date faxed _____ Picked up by/date _____