

## Request for Current Semester Enrollment Verification Form

**Instructions:** Complete this form and return it to the Registrar's Office, TSC Room 246. Your current semester verification form can be mailed or ready for pick up within two to three days after receipt of this form. You may also fax this form to (435) 797-1110 or mail it to the address below. **STUDENT SIGNATURE IS REQUIRED.** 

Student Information:			
FIRST NAME:			LAST NAME:
A#:		Email Address:	Telephone: ( ) -
Current Semester			
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How will the verification be delivered?			
Pick u	p at Regis	strar's Office (bring picture I.D.)	
/		, ,	
Fax: <u>(</u>		)	
Maileo	4		
Name and Address to receive the Verification			If this Verification is for an insurance company, please
(if mailing)		o receive the verification	provide the following:
(II maning)			provide the following.
			Dellas Helder Names
			Policy Holder Name:
			-
			Policy Number:
-			-
		rification of your entire Utah State U	niversity career, they are available on-line.
Directions:			
1. Sign on to your Access account			6. Select Current Enrollment or All Enrollment
2. Select "Student"			7. Select "Obtain an Enrollment Certificate"
3. Select "Student Records"			8. Your Certificate is then displayed and you
4. Select "Enrollment Verify" may print it as an Official Enrollment			
5. Select "Connect to the Clearinghouse" - USU has Verification			
au	ithorized	the National Student Clearinghouse	
to	provide l	Enrollment Verification Certificates	
If the certific	cate provid	ded does not meet your needs or if it is no	ot a complete record of your enrollment, please bring it with you to
the Registrar's Office and we will work with you to get any additional information that is needed.			
I authorize	Utah Sta	te University to verify all information	n contained in my academic record and hereby release Utah
State Unive	ersity and	its employees from any liability for	issuing this information.
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Student Si	gnature	(required):	Date:
For Office Use Only: Name: Date:			
		For Office Use Only: Name:	Date: