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: (please print):		LAST NAME (please print):
A#:	Email Address:	Telephone: ( ) -

Current Semester _____
Expected Graduation Date _____

How will the verification be delivered?

Pick up at Registrar's Office (bring picture I.D.)
Fax: (_____) _____-_____

Mailed

Name and Address to receive the Verification (if mailing)	If this Verification is for an insurance company, please provide the following:
_____	**Policy Holder Name:** _____
_____	**Policy Number:** _____
_____	

If you need a full verification of your entire Utah State University career, they are available on-line.
Directions:

1. Sign on to your Access account
2. Select "Student"
3. Select "Student Records"
4. Select "Enrollment Verify"
5. Select "Connect to the Clearinghouse" - USU has authorized the National Student Clearinghouse to provide Enrollment Verification Certificates
6. Select Current Enrollment or All Enrollment
7. Select "Obtain an Enrollment Certificate"
8. Your Certificate is then displayed and you may print it as an Official Enrollment Verification

If the certificate provided does not meet your needs or if it is not 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 State University to verify all information contained in my academic record and hereby release Utah State University and its employees from any liability for issuing this information.

Student Signature (required): _____ Date: _____

For Office Use Only: Name: _____ Date: _____

This form may be mailed to:
Utah State University • Office of the Registrar • 1600 Old Main Hill • Logan, UT 84322-1600