Request for Semester Enrollment Verification Form

Instructions: Complete this form and return it to the Registrar’s Office, TSC Room 246. You may also fax this form to (435) 797-1110, email it to verifications@usu.edu, or mail it to the address below. Your semester verification form can be mailed, emailed, or ready for pick up within five business days after receipt of this form. Verifications can also be ordered through the student’s banner account. STUDENT SIGNATURE IS REQUIRED.

Student Information:

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<tr>
<th>A#</th>
<th>Last Name:</th>
<th>First Name:</th>
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<tr>
<th>Email Address:</th>
<th>Phone Number:</th>
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Enrollment Verification:  _____ Fall  _____Spring  _____Summer  Year 20_____  
☐ Single Semester  ☐ Multiple Semesters  ☐ Complete Enrollment

Delivery Method:

☐ Pick up at the Registrar’s Office (bring picture ID)

Fax  Number:  Attention:

☐ Email  Email Address:

Mail
Recipient Name:
Street Address:
City:  State:  Zip:  Country:

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: Completed by: ___________________ Date: ____________

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