



ENROLLMENT VERIFICATION REQUEST FORM

Students are often required to verify their enrollment for a variety of reasons (insurance, military I.D., taxes, etc.). There is no fee for this service. Processing time is two to three business days. All currently enrolled students must present a valid student identification card when picking up a verification of enrollment. If the verification form/letter is not picked up within 10 business days, it will be mailed to your address on file. Make a copy for your records prior to sending the verification form/letter to the requesting entity.

NOTE: If your lender participates in the National Student Clearinghouse (NSC), it is not necessary to request enrollment verification for deferment purposes. Three times a semester (after the refund period, mid-term break and final exams), the University submits a report of students' enrollment status and proposed graduation date to the NSC, which, in turn, supplies the information to lending agencies. The NSC will be responsible for providing status and deferment information, on behalf of the school, to guaranty agencies, lenders, servicers and the Department of Education's National Student Loan Database System (NSLDS) Phase. Visit the NSC on the web at www.nslc.org for more information.

Step 1: Purpose of Verification

- Military I.D. Deferment Insurance Other (specify below)

Step 2: Student Information

Last name _____ First name _____ Middle name _____

Name(s) used while at St. Mary's (if different from above) _____

Social security number (last four digits only) _____ Check program(s) attending at St. Mary's: _____ Degree _____
S00 _____ Undergraduate _____
StMU ID number _____ Graduate _____ Major _____
_____ Law _____
_____ Ph.D. _____ Expected graduation date _____
Contact telephone _____ Intensive English Program _____

Step 3: Verification Request

Semester(s) to be verified (only previous and current semesters can be verified) _____ Method of delivery: _____
 Pick up (Please allow one to two business days for processing. During peak times, processing may vary.) Fax _____
 Email _____

Special instructions (such as policy number, mailing address, GPA, etc.) _____

Step 4: Sign and Date

Student's signature _____ Today's date _____

Office use only
Processed by _____ Date _____