

## RECORDS OFFICE

### REQUEST FOR VERIFICATION/STATEMENT OF ATTENDANCE

PLEASE BE ADVISED THAT WE DO **NOT** VERIFY FUTURE ENROLLMENT

Today's Date \_\_\_\_\_

Name \_\_\_\_\_

Student I.D. Number \_\_\_\_\_

Phone Number \_\_\_\_\_

Verification Of Status: \_\_\_\_\_

Full-time       Half-time       Less than Half-time       **Anticipated Graduation Date**

Student-at-Large       Undergraduate       Graduate Student Division

Semester To Be Verified \_\_\_\_\_

Where Information Is To Be Sent \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Student's Address \_\_\_\_\_

\_\_\_\_\_

Will Pick Up       Please Send

#### **IMPORTANT**

ADDRESS YOUR ENVELOPE AND ATTACH IT TO THIS REQUEST

#### **PLEASE NOTE**

REQUESTS WHICH ARE NOT FILLED OUT PROPERLY WILL BE RETURNED.  
PROCESSING TIME FOR VERIFICATIONS/DEFERMENTS IS 3 TO 5 WORKING DAYS.

VERIFICATIONS TO BE PICKED UP WILL BE HELD FOR 30 DAYS ONLY!