

**ENROLLMENT VERIFICATION REQUEST FORM**

Use this form to request an official enrollment verification of your attendance and additional information. Verification Services needs the complete name and address of the individual or agency to which you wish the enrollment certification to be mailed/addressed. If you are sending verifications to more than one person or agency, you will need to provide address information for each.

There is no charge for enrollment verifications. Once you have filled out the form(s), you may:

1. Return the form to the Registrar Service Center in Moulton Hall 107;
2. Mail the form to the following address:  
**Illinois State University**  
**Office of the University Registrar**  
**Campus Box 2202**  
**Normal, IL 61790-2202**
3. Fax your request form(s) to the following number: **(309) 438-8652.**
4. Email your request to [verifications@illinoisstate.edu](mailto:verifications@illinoisstate.edu) from your Illinois State University email account.

Print Student's Name \_\_\_\_\_

Student's Signature \_\_\_\_\_  
(required for verification of Confidential Information—see below)

University Identification No.\* \_\_\_\_\_

Please check one or both options : \_\_\_\_\_ Please MAIL my verification letter(s)—indicate address below  
\_\_\_\_\_ I would like to PICK-UP my verification letter(s)

1. Mail/Address to the following:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City State Zip

**This letter should verify** (check all that apply):

- \_\_\_ Advance Registration (prior to 10<sup>th</sup> day of term)  
\_\_\_ Current Enrollment  
\_\_\_ Past Enrollment  
\_\_\_ Anticipated Graduation (Indicate future graduation date) \_\_\_\_\_ **OR**  
\_\_\_ Degree(s) Earned (if you have already graduated from ISU)  
\_\_\_ Other (explain) \_\_\_\_\_

**Confidential Information-** The student's signature is required to release the below information.

- \_\_\_ Cumulative GPA            \_\_\_ Total Earned Hours            \_\_\_ Good Standing  
\_\_\_ Semester GPA            \_\_\_ Current Enrolled Hours

See next page for additional address fields →

2. Mail/Address to the following:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City State Zip

**This letter should verify** (check all that apply):

- Advance Registration (prior to 10<sup>th</sup> day of term)
- Current Enrollment
- Past Enrollment
- Anticipated Graduation (Indicate future graduation date) \_\_\_\_\_ **OR**
- Degree(s) Earned (if you have already graduated from ISU)
- Other (explain) \_\_\_\_\_

**Confidential Information-** The student's signature is required to release the below information.

- Cumulative GPA                       Total Earned Hours                       Good Standing
  - Semester GPA                               Current Enrolled Hours
- 

3. Mail/Address to the following:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City State Zip

**This letter should verify** (check all that apply):

- Advance Registration (prior to 10<sup>th</sup> day of term)
- Current Enrollment
- Past Enrollment
- Anticipated Graduation (Indicate future graduation date) \_\_\_\_\_ **OR**
- Degree(s) Earned (if you have already graduated from ISU)
- Other (explain) \_\_\_\_\_

**Confidential Information-** The student's signature is required to release the below information.

- Cumulative GPA                       Total Earned Hours                       Good Standing
- Semester GPA                               Current Enrolled Hours

\*The University Identification Number (UID) is requested as the best and most effective way to uniquely identify you for the purpose of accurately processing and maintaining your educational records. This number is used as the student identification number and is restricted to internal University use. For any reports required by the Federal or State Government, and for the following: matching admission applications with ACT or GRE scores, matching admission status with financial aid, and for providing loan verification, we must use your social security number. For additional information or limited access of your social security number and/or UID, please notify the Office of the University Registrar, Campus Box 2202, Normal, IL 61790-2202 or (309) 438-2188.