

Office of the Registrar

Enrollment Verification Request Form

If you have an outside enrollment verification form that needs to be completed (e.g., from an insurance company) please attach it to this form and select the appropriate box below.

In keeping compliance with FERPA, enrollment verification requests may only be submitted by the student. Forms will not be processed without student's signature. Student may submit a scanned copy of the form from their Wittenberg email address, or drop the form off in person at Recitation Hall.

Student

Name: _____
Last First MI

Student ID# _____ Phone Number _____ Email _____

Please choose from the following:

- Please select if you want to **PICK UP** the verification
- FAX** the verification: Attention: _____ Fax number: () - _____
- SCAN & EMAIL:** Email address: _____
- PHYSICAL MAIL:** To: _____
Address: _____
City: _____ State: _____ Zip: _____

Request Information:

- I need a letter of good academic standing.
- I need an **external verification form** completed. My signature authorizes that all information requested on the form can be released. Please send it through my chosen method above.
- I need an enrollment verification letter stating I was a full- or part-time student.

The enrollment letter needs to verify that I am enrolled / was enrolled / am pre-registered:

- Current Semester Full Enrollment History Next Semester
- Please attach my current course schedule with explanation that Wittenberg's transcript does not list in progress courses
- University Seal needed (embossed on the paper; may not be visible on scanned or faxed letters)

Student's Signature

Date

For Office of the Registrar Use Only

Processed by: _____ Date Processed: _____