# Enrollment Verification Request

By signing this form, you agree to have the Records Verification fee(s) assessed to your UCSC account.

**Enrollment Verifications include:**

<table>
<thead>
<tr>
<th>Current Program of Study (UGRD/GRAD)</th>
<th>Current Enrollment: Term, Begin and End Dates,</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expected Completion Date</td>
<td>Units, Full/Part-Time Status</td>
</tr>
<tr>
<td>Signature of the University Registrar</td>
<td>Major(s), Minor(s), College</td>
</tr>
<tr>
<td>University seal</td>
<td></td>
</tr>
</tbody>
</table>

Prior Quarters and GPA also available under Additional Requests*.

## PRINT CLEARLY

Name: _____________________________________  [LAST  FIRST  MIDDLE]

Phone:  (______) ______-___________  [Phone:  (_____) ______-_______________]

Email: ____________________________________

- [ ] Pick-Up
- [ ] Mail to:

  PERSON / INSTITUTION
  STREET 1
  STREET 2
  CITY  STATE  ZIP

*Additional Requests (no extra charge):*

- [ ] Include all prior quarters
- [ ] Include my GPA
- [ ] Hold for _____ quarter enrollment
- [ ] Attach additional paperwork

## Financial Waiver

☐ Financial Waiver – Verifications for scholarship/financial aid verification are provided at no charge. Provide financial aid paperwork and include the name of the scholarship or institution. Verifications for financial aid must be sent directly to the agency.

Scholarship/Institution: _______________________

___ # COPIES x $17 each = $_____

**SPECIAL PROCESSING REQUESTS**

☐ Fax Request (USA only) – add $5 per fax

☐ Express Mailing (USA only) – add $20 per address

☐ International Standard Mail – add $5 per address

☐ International Express Mailing

(Phone number required) – add $30 per address

☐ Notarization – add $23 per verification

☐ Sign & Sealed Envelope

– add $23 per verification

**Total:** $___

### SIGNATURE: __________________________  [DATE: __________]

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Office Use Only:

Processed By:  _______  Date:  _______  Date Fee Posted:  _______  Check #:  __________  Cash Amt:  $______

Pick Up/Faxed/Mailed By:  _______  Date:  _______  Revised 06/2016