University of California, Santa Cruz

Enrollment Verification Request

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

Enrollment Verifications include:
Current Program of Study (UGRD/GRAD)  Current Enrollment: Term, Begin and End Dates,
Expected Completion Date  Units, Full/Part-Time Status
Signature of the University Registrar  Major(s), Minor(s), College
University seal

Prior Quarters and GPA also available under Additional Requests*.

--- PRINT CLEARLY ---

Name: 

LAST 
FIRST 
MIDDLE 

Phone: (______)_____ - ____________

UCSC Email: ______________________

Fax to: (_____) _____ - ____________
Email to: ______________________
Mail to: ______________________

PERSON / INSTITUTION 

STREET 1

STREET 2

CITY  STATE  ZIP

CITY  STATE  ZIP

*Additional Requests (no extra charge):

☐ Include all prior quarters
☐ Include my GPA
☐ Hold for _____ quarter enrollment
☐ Attach additional paperwork

Student ID:

☐ 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. (Waiver does not include special processing fee.)

Scholarship/Institution: ______________________

☐ # COPIES x $17 each = $

SPECIAL PROCESSING REQUESTS

☐ Fax Request (USA only) – add $5 per fax (______)_____ - ____________ $_______

Attention: ______________________

☐ Express Mailing (USA only) – add $25 per address $_______

☐ International Standard Mail – add $5 per address $_______

☐ International Express Mailing (Phone number required) – add $30 per address (______)_____ - ____________ $_______

☐ Notarization – add $23 per verification $_______

☐ Email – add $23 per recipient $_______

☐ Sign & Sealed Envelope – add $20 per verification $_______

☐ Gold Foil Sticker – add $23 per sticker $_______

Total: $____

SIGNATURE: ______________________ DATE: ______________________

Office Use Only:

Processed By: _______ Date: _______ Date Fee Posted: _______ Check #: ______________ Cash Amt: $_____

Pick Up/Faxed/Mailed By: _______ Date: _______

Revised: 04/12/23