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

Prior Quarters and GPA also available under Additional Requests*.

— PRINT CLEARLY —

Name: _____________________________________   Student ID: ____________________________

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 – Verifications for scholarship/financial aid verification are provided at no charge. Provide financial aid paperwork and include the name of the scholarship or institution.

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 $_____
☐ Sign & Sealed Envelope
– add $23 per verification $_____

Total:$_____

SIGNATURE: ____________________________   DATE: ___________

Office Use Only:
Processed By: _______  Date: _______  Date Fee Posted: _______  Check #: _______  Cash Amt: $_____
Pick Up/Faxed/Mailed By: _______  Date: _______  Revised: 11/2018

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