Enrollment Verification Request

By signing this form, you agree to have the Records Verification fee(s) assessed to your UCSC account. Forms may be faxed to (831) 459-5051 or emailed to registrar@ucsc.edu.

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: (_____)-________

Email: ________________________________

Fax to: (____) _____-________
or

Mail to:

PERSON / INSTITUTION

STREET 1

STREET 2

CITY \ STATE \ ZIP

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. 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

(____) ______- ________

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 verification

$_____

☐ Sign & Sealed Envelope

– add $20 per verification

$_____

Total: $_____

SIGNATURE: ________________________________

DATE: ________________________________

*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. Verifications for financial aid must be sent directly to the agency.

Scholarship/Institution: ________________________________

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$_____

Total: $_____

SIGNATURE: ________________________________

DATE: ________________________________

Office Use Only:

Processed By: ________

Date: ________

Date Fee Posted: ________

Cash Amt: $_____

Pick Up/Faxed/Mailed By: ________

Date: ________

Revised: 10/28/20