



**ENROLLMENT  
VERIFICATION  
REQUEST FORM**

Official Enrollment Verification can only be certified as of the first day of classes in a given semester, although a student may be registered for classes prior to that date. Only actual enrollment can be certified. Estimates for completion of a program may be included upon request.  
**NOTE: A student's Enrollment Date is the first day of classes in the student's first semester.**

**Student Name:** \_\_\_\_\_ **Degree Program:** \_\_\_\_\_

Last 4 Digits of your Student Social Security Number: **XXX – XX –** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Semester and year to be verified:** \_\_\_\_\_ **Number of copies:** \_\_\_\_\_

**TYPE OF VERIFICATION REQUESTED:**

- Complete attached form
- Verification Letter on DMU Letterhead (*please complete section below*)

**1. Recipient/Lender/Service Provider's NAME & ADDRESS (if applicable)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2. Delivery Method:**

- Mail to student's address as listed above
- Email to student's email address as listed above
- Mail to Lender/Service Provider's address
- Email to Lender/Service Provider at this email: \_\_\_\_\_
- Other: \_\_\_\_\_

**3. Is there any further information we should know? (re: deadline, special requests, etc.)**

\_\_\_\_\_  
\_\_\_\_\_

>> Please allow 3-5 Business Days from the date of receipt for the processing of enrollment verification requests.

**It is the responsibility of the requester to allow sufficient time to meet a deadline. If you have not allowed sufficient time to meet a deadline, every effort will be made to assist you with your rush request, however we are unable to guarantee delivery in less than 3-5 business days.**

I hereby authorize the Office of the Registrar to release a copy of my enrollment verification to the person, school or business noted above.

**Student Signature-** \_\_\_\_\_ *DO NOT TYPE NAME— handwritten or digital signature required*

**Date** \_\_\_\_\_