

VERIFICATION OF ENROLLMENT

This form should only be used if the National Student Clearinghouse's enrollment certificate is not accepted by the agency needing your verification. Written proof (from the requesting agency) of non-acceptance of the NSC's enrollment certificate must be provided to the Office of the Registrar along with the enrollment verification form. The Office of the Registrar's processing time for this verification form is one week. Be sure to provide a stamped/addressed envelope for our office to mail your verification form. These forms will not be faxed.

Part I (To be completed by the student)

Name \_\_\_\_\_

Tech ID \_\_\_\_\_ Local Phone Number \_\_\_\_\_

Local Address \_\_\_\_\_

I request verification of enrollment for the time period from \_\_\_\_\_ to \_\_\_\_\_.

NOTE: Official enrollment verification any only be done after the drop/add period for the current term.

A stamped/addressed envelope must be provided. Forms cannot be faxed.

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For office use only: \_\_\_\_\_

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Part II (To be completed by the Registrar)

I certify that the above-named student was/is/will be enrolled at Minnesota State University, Mankato as follows:

Table with 3 columns: From, To, Status. Status options: Full-time, Half-time, Less than half-time. Multiple rows for enrollment periods.

This student is pre-registered as a full-time/half-time/less than half-time for the term which began/will begin on \_\_\_\_\_ and will end on \_\_\_\_\_, but will not be officially enrolled until the drop/add period for the current term has passed. According to our records, this student has applied for graduation and expects to graduate on \_\_\_\_\_.

Marcus R. Brock, University Registrar
Minnesota State University, Mankato
132 Wigley Administration Center
Mankato, MN 56001
(507) 389-6266
School Code (FICE) 002360

Date
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