

ENROLLMENT CERTIFICATION REQUEST

The Indiana University Office of the Vice President for Student Success will process students' requests for verification of enrollment and/or degree status upon request. The **student's handwritten signature is required**. After downloading and completing this form, **please email to verify@iu.edu**

Certifications may not be provided for those students with active negative service indicators (holds) placed by the Office of the Bursar, the Dean of Students/Greek Housing, or University Collections & Loan Services. Please review your records for any holds prior to submitting this request. Should we receive a request and determine that your record has any of the above-listed service indicators, we will notify you, as indicated below, that we are unable to produce the document. A new request must be submitted when the hold has been cleared from your record.

Student/Requestor Information: (Required information)

_____	_____
Student names (printed)	Student's valid email (daytime)
_____	(_____)
10-digit University ID number or last 4 digits of social security number	Daytime telephone number
_____	_____
Current Students: Expected Term of Graduation/Graduation Date	Date of Birth

THIRD PARTIES MUST USE THE NATIONAL STUDENT CLEARINGHOUSE: <http://www.studentclearinghouse.org>

All Terms Will Be Certified

Current students can access an Enrollment Verification and Good Student Discount Certificate through the National Student Clearinghouse (NSC). However, if your document requires your GPA or Anticipated Graduation Date for scholarship purposes, please complete the form below.

To access the Enrollment Verification through One.IU.edu:

1. Login to One.iu.edu
2. Search "Enrollment Verification"
3. Click on the "Enrollment Verification Certificate" icon for your appropriate campus
4. This will display the National Student Clearinghouse page
5. Select the link "Obtain an Enrollment Certificate" or "Obtain a Good Student Discount Certificate"

Requestor Information

Send document to:

Name: _____

By (circle): Mail Email Fax (Domestic Only)

Address: _____

Special Instructions: _____

Type of Certification: Indicate all that are appropriate with a checkmark

Enrollment Verification / Dates of Attendance

Degree Verification

Good academic standing/transient letter
(for enrolling at other university/college)

Release GPA

If you have an additional form that needs to be submitted with the official verification, please include it when you return this signed request to: verify@iu.edu

Student Signature (required): _____

I authorize that I am the student above and give permission to Indiana University to release the requested information.

For mailing purposes only:

Indiana University Transcripts and Certifications 420 N Walnut St Room 109B Bloomington, Indiana 47404