

ENROLLMENT CERTIFICATION REQUEST

The Indiana University Office of University Student Services and Systems will process students' requests for verification of enrollment and/or degree status upon request. After downloading and completing this form, providing student signature where required, **please email to usssevdv@indiana.edu or fax: 812-855-4117.**

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 Student Loan Administration. 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 name (printed)

Student's valid email (daytime)

10-digit University ID number or last 4 digits of social security number

(____)_____
Daytime telephone number

Expected term of graduation/graduation date

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 Instruction:

Student Signature: _____

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

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

- Enrollment Verification / Dates of Attendance
 Degree Verification

Student's **signature is required** for the following:

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

Please send completed document to usssevdv@indiana.edu or fax: 812-855-4117

For mailing purposes only:

Indiana University Student Services and Systems Poplars Building, Rm 602 400 East Seventh Street Bloomington, Indiana 47405