



# UNIVERSITY of ALASKA SOUTHEAST

## ENROLLMENT VERIFICATION REQUEST

JUNEAU CAMPUS REGISTRAR'S OFFICE 11066 AUIE LAKE WAY JUNEAU, AK 99801 TEL: (907) 796-6100 FAX: (907) 796-6365 uas.registrar@alaska.edu	KETCHIKAN CAMPUS STUDENT SERVICES 2600 7TH AVE. KETCHIKAN, AK 99901 TEL: (907) 225-6177 FAX: (907) 225-3624 ketch.info@alaska.edu	SITKA CAMPUS STUDENT SERVICES 1332 SEWARD AVE. SITKA, AK 99835 TEL: (907) 747-7700 FAX: (800) 478-3552 registrations@uas.alaska.edu
--	---	---

11/2/17

student name (print)	last	first	middle initial
UA ID number	day phone	email address	
mailing address	city	state	zip code

### PLEASE SEND VERIFICATION OF MY ENROLLMENT DURING:

Select ONLY ONE semester per form\*

Spring Semester 20\_\_  Summer Semester 20\_\_  Fall Semester 20\_\_

Provide anticipated graduation date?  Yes  No

### Send verification to:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Special Instructions:

FAX  HOLD FOR PICKUP  
FAX #: \_\_\_\_\_

TYPE OF SERVICE
<input type="checkbox"/> 1-3 Business Days: FREE
<input type="checkbox"/> Rush Fee: \$10.00

**✘** \_\_\_\_\_

student signature date

\*NOTE: If more than (3) semesters of enrollment need to be certified, please request a copy of your official transcripts rather than an Enrollment Verification. Enrollment verification is also available through the National Student Clearinghouse at UAOnline. The Clearinghouse Self-Service site provides access to your enrollment verification and printed enrollment verification certificates.

OFFICE USE ONLY

### OFFICE USE ONLY

I certify to the best of my knowledge that the student listed above (is / was) enrolled as a  full-time\*  half-time\*  part-time\* student at the University of Alaska Southeast during the academic period from \_\_\_/\_\_\_/\_\_\_\_\_ to \_\_\_/\_\_\_/\_\_\_\_\_.

\*NOTE: Full-time: 12 undergraduate credits; 9 graduate credits; half-time: 6 credits; part-time: 5 and under credits. Audited classes, professional development, and Continuing Education Units (CEU's) are not included in the computation of study load for full-time, half-time, or part-time status. It is the student's responsibility to notify the receiving agency of any add/drop transactions completed after the enrollment certification has been prepared.

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

UNIVERSITY SEAL

Please contact our office for any questions.

Trisha Lee, University Registrar

### METHOD OF PAYMENT

Payment must accompany the form  Cash  Credit Card

credit card number	exp. date (month/year)
security code	billing zip code