



**REGISTRATION/ENROLLMENT VERIFICATION REQUEST**

Updated 10.26.16

**Student Name (Please Print):** \_\_\_\_\_  
Last Name First Name Middle Name

**Student ID Number or SSN:** \_\_\_\_\_

**Contact Phone Number:** \_\_\_\_\_

**Please check if attaching additional form:** \_\_\_\_\_

**I am requesting:**

\_\_\_\_\_ **Registration Verification** (For verifications that must be completed prior to the 10<sup>th</sup> day of the semester attending)

Semesters needed: \_\_\_Spring 20\_\_\_ \_\_\_ Summer 20\_\_\_ \_\_\_ Fall 20\_\_\_

\_\_\_\_\_ **Enrollment Verification** (Please note that official enrollment verifications will be issued after the 10<sup>th</sup> day of the semester and/or class start, all requests prior to this date will be held for processing)

Semesters needed: \_\_\_Spring 20\_\_\_ \_\_\_ Summer 20\_\_\_ \_\_\_ Fall 20\_\_\_ \_\_\_All

**Please check method to be received:**

\_\_\_\_\_ **Pick-up by student on:** \_\_\_\_\_

\_\_\_\_\_ **Mail to:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ **Fax To: Attn:** \_\_\_\_\_ **No:** \_\_\_\_\_

**SEE REVERSE FOR STANDARD INFORMATION TO BE VERIFIED.**

**Additional Comments:** \_\_\_\_\_  
\_\_\_\_\_

**Student Signature:** \_\_\_\_\_

## Registration Verification

Students may verify their registration by requesting a Registration Verification in person, after presenting a photo ID to the Admissions, Registration and Records Office, C2100.

The following information will be verified for **Registration Verifications**, unless otherwise requested:

Student Address  
Academic Program  
Course  
Instructor  
Day, location and meeting times and dated of registered classes  
Start date  
Credit hours  
Status

## Enrollment and Degree Verifications

Kishwaukee College has authorized the National Student Clearinghouse to provide enrollment and degree verifications. Verifications may include proof of enrollment for student loan deferments, employment, insurance, etc. The National Student Clearinghouse can be contacted at:

- Web: [www.degreeverify.org](http://www.degreeverify.org)
- Mail: National Student Clearinghouse, 2300 Dulles Station Boulevard, Suite 300, Herndon, VA 20171
- Fax: 703-742-4239

Students may also request an Enrollment Verification in person, after presenting a photo ID to the Admissions, Registration and Records Office, C2100.

The following information will be verified for **Enrollment Verifications**, unless otherwise requested:

Student Load (full-time, half-time, less than half-time)  
Current Enrollment Term or all Enrollment Terms, as specified by the student  
Term Start Date and Term End Date  
Academic Level  
Credits Attempted and Credits Completed  
Student Load (Part-time, Half-time, Full-time)  
Load Credits  
Academic Program  
Last Term Enrolled  
Degrees/Certificates Awarded  
By request only, the following information will be verified:  
Date of Degree/Certificate Award  
Good Standing  
Semester/Cumulative GPA  
Date of Birth