

# Enrollment Verification Request Form



A student may submit this form to request proof of enrollment, which may be required by an employer, financial lender, insurance company, sponsor, or other party. This verification provides enrollment status only. It does not provide information on specific courses taken or grades received—courses and grades are available on academic transcripts.

Enrollment verification is available for current or past terms or for an upcoming term for which the student is considered pre-registered. The standard enrollment verification letter includes the following information: student name, student ID number, program/degree name, program length, program start date, term start and end dates, class level, and enrollment status (e.g. enrolled, full-time). Full-time enrollment is defined as completing 3 or more blocks in a term. To request that additional information be included in the letter (e.g. completion of degree, expected graduation date, etc.), please include a description in the notes field below.

Enrollment verification letters are normally delivered electronically directly to the student. To request that Quest release the letter directly to another party, please provide details in the notes field below.

## STUDENT INFORMATION

Name	Email
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## TERM OF ENROLLMENT TO BE VERIFIED

Year and Term (select one) 20____ <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer
Notes/Additional information to be included

Signature of Student	Date (mm/dd/yyyy)
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Submit completed form to the Registrar's Office.