

# Verification Request Form – Eastern Illinois University

Student Legal Name (required - type or print clearly): \_\_\_\_\_

Student Signature (required): \_\_\_\_\_

E Number (if available): \_\_\_\_\_

Student Date of Birth (required): \_\_\_\_\_ Student phone # (optional) \_\_\_\_\_

**This letter should indicate (fill out for which semester & year below):** Example: Indicate "Spring", "Summer" or "Fall" Semester and the year, such as: Semester: **Fall** of Year: **2015** to request Fall Semester 2015 enrollment verified.

- Up to two semesters of current or past enrollment may be requested with verification letters. If you need more than two semesters you will need to order a transcript. **We cannot verify enrollment in a future semester but we can verify pre-registration in a future semester if the student has already pre-registered for that semester.**

**IMPORTANT:** Enrollment verification is not available until after Count Day (the 10<sup>th</sup> class day of the semester). Pre-Registration for full-time/¾-time/half-time/less than half-time is available before Count Day if student has pre-registered. All requests for enrollment verification for an upcoming semester will be held until after that semester's Count Day.

- **Please request enrollment verification and pre-registration for the same semester on separate forms as we will have to hold the requests for enrollment verification until after Count Day.**

**Loan Deferment:** Semester (Spring, Summer or Fall): \_\_\_\_\_ of Year: \_\_\_\_\_  
(Available after 10<sup>th</sup> class day: Enrolled full-time/¾-time/half-time/less than half-time for the current semester or a past semester, dates of semester and expected graduation date)

**Enrollment Verification:** Semester (Spring, Summer or Fall): \_\_\_\_\_ of Year: \_\_\_\_\_  
(Available after 10<sup>th</sup> class day: Enrolled full-time/¾-time/half-time/less than half-time for the current semester or a past semester and dates of semester)

**Pre-Registration:** Semester (Spring, Summer or Fall): \_\_\_\_\_ of Year: \_\_\_\_\_  
(Available after student has pre-registered for an upcoming semester: Pre-Registered full-time/¾-time/half-time/less than half-time for a future semester and dates of semester)

**Other:** \_\_\_\_\_  
(such as requesting degrees awarded)

**How would you like your verification letter delivered? (We are not allowed to e-mail verification letters.)**

Complete address for mailing: Name line 1: \_\_\_\_\_

Name line 2: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State & Zip Code: \_\_\_\_\_

or:

Faxed to attention of or company name: \_\_\_\_\_

Fax number (**including area code**): \_\_\_\_\_

or: Would you like to pick up your letter in the Office of the Registrar? Yes:   
If so please remember to bring a photo ID with you when you come back to pick up your letter.

**Return completed and signed form to:**

Office of the Registrar, Eastern Illinois University, 600 Lincoln Ave., Charleston, IL 61920-3099  
Fax# 217-581-3412