

## Enrollment Verification Certificates from the National Student Clearinghouse

*Read this document to learn how to log into the National Student Clearinghouse Student Self-Service where you may print enrollment verification certificate, view your enrollment history and enrollment verifications provided at your request, check loan deferments sent to your lenders, and link to real-time information on your student loans.*

### FIRST:

1. LOG INTO PAWS
2. CLICK ON YOUR STUDENT TAB
3. CLICK ON STUDENT RECORDS
4. CHOOSE ENROLLMENT VERIFICATION
5. A FORM WILL OPEN.
6. READ THAT FORM AND CLICK ON THE "NATIONAL STUDENT CLEARINGHOUSE SELF-SERVICE."

Personal Information **Student** Emp

Search  Go

### Student Records

Midterm Grades

Final Grades

Academic Transcript

Search the Course Catalog

View Student Information

Search the Class Schedule

Week at a Glance

Student Detail Schedule

Degree Audit Reporting System

Request and review degree audits

View Emergency Contacts

Update emergency contacts

Enrollment Verification

Enrollment only. No GPA.



### National Student Clearinghouse Self-Service

Eastern Illinois University has authorized the National Student Clearinghouse to provide Enrollment Verifications free of charge. Using the National Student Clearinghouse Self-Service, you may print enrollment verification certificates, view your enrollment history and any enrollment verifications provided at your request, check loan deferments sent to your lenders and link to real-time information on your student loans. You can access this service by clicking on the link below. Then click either "Current Enrollment" or "All Enrollment" and then click the "Obtain and Enrollment Certificate" link. A new window will open with your certificate enclosed

[Go to National Student Clearinghouse](#)



#### Note the National Student Clearinghouse is unable to accommodate requests:

- For Auto Insurance/Good Student that require GPA
- For students no longer enrolled at EIU
- For students that do not have a social security number on file with the college

For these type of requests, please complete and Enrollment Verification Form found on the Registrar's Office website and submit the completed form to the Registrar's Office

## YOU WILL THEN REACH THE NATIONAL STUDENT CLEARINGHOUSE SELF-SERVICE

NATIONAL STUDENT CLEARINGHOUSE

Help Contact Home

Log Out

Student Self-Service Site  
EASTERN ILLINOIS UNIVERSITY

Welcome. This service is offered by the National Student Clearinghouse in cooperation with EASTERN ILLINOIS UNIVERSITY.  
**IMPORTANT: Do NOT use the browser forward/back buttons. Log Out when you are done to protect the privacy of your records.**

Please select from the following options:

- [Obtain an enrollment certificate](#) to print and mail to a health insurer or other company that requests proof of my enrollment.  
 Current enrollment  All enrollment
- View the [enrollment information on file](#) with the Clearinghouse.
- View the [student loan deferment notifications](#) that the Clearinghouse has provided to my loan holders (lenders and guarantors).
- View the [proof\(s\) of enrollment](#) that the Clearinghouse has provided to my health insurers and other providers of student services or products.
- View specific information about my student loans. [LoanLocator](#)
- [Order or track a transcript](#)

To ensure the security and confidentiality of sensitive information being transmitted over the Internet, the Clearinghouse protects its customers by using Secure Socket Layer (SSL) technology provided by the VeriSign Secure Site Program. SSL encrypts/unencrypts the data before the Server/Client sends or receives transmissions.



### TO OBTAIN AN ENROLLMENT VERIFICATION CERTIFICATE:

1. CHOOSE THE BUTTON FOR CURRENT ENROLLMENT OR ALL ENROLLMENT, AND
2. CLICK ON “**OBTAIN AND ENROLLMENT CERTIFICATE**”

- [Obtain an enrollment certificate](#) to print and mail to a health insurer or other company that requests proof of my enrollment.  
 Current enrollment  All enrollment

SEE A SAMPLE CERTIFICATE ON THE NEXT PAGE.

*Attention! You will need to direct your computer to use Acrobat or another PDF reader to open the file if you are on Internet Explorer. This issue is being addressed by the Clearinghouse.*

**IMPORTANT! IF YOU ARE FORWARDING THIS CERTIFICATE TO A 3RD PARTY, WE SUGGEST YOU WRITE IN YOUR POLICY, ACCOUNT NUMBER IN THIS BOX.**

**National Student Clearinghouse** ®  
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 PH (703) 742-4200 FX (703) 742-4239  
 www.studentclearinghouse.org  
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**IMPORTANT:** If you are forwarding this certificate to a 3<sup>rd</sup>-party, we advise that you print your policy, account or other identifying information on each page.

\_\_\_\_\_  
 Policy/Acct. Holder Name

\_\_\_\_\_  
 Policy/Account/Group or Other ID #

# Enrollment Verification Certificate

Transaction ID#: 032937999

Date/Time Notified: 08/14/2017 10:00 EST

The National Student Clearinghouse as Authorized Certifying Agent for

## EASTERN ILLINOIS UNIVERSITY

verifies the enrollment below for

This document should not be used for loan deferment verification purposes. Those verifications are handled by lenders using online access to the Clearinghouse. Refer lenders with questions to [service@studentclearinghouse.org](mailto:service@studentclearinghouse.org).

Term Start Date	Term End Date	Enrollment Status	Status Effective Date	Date Certified by School
08/22/2016	12/16/2016	Three-quarter-time	11/03/2016	12/20/2016
08/22/2016	12/16/2016	Full Time	08/22/2016	10/20/2016
01/11/2016	05/06/2016	Three-quarter-time	03/31/2016	05/06/2016
01/11/2016	05/06/2016	Full Time	08/24/2015	03/21/2016
08/24/2015	12/18/2015	Full Time	08/24/2015	12/18/2015
08/24/2015	12/18/2015		015	09/08/2015

TO REVIEW OTHER INFORMATION AVAILABLE FROM THE CLEARINGHOUSE, CLICK ON THE GREEN LINK PROVIDED. NOTE THAT EASTERN DOES NOT USE THE CLEARINGHOUSE FOR TRANSCRIPT ORDERING. PLEASE DO THAT THROUGH PAWS.

- View the [enrollment information on file](#) with the Clearinghouse.
- View the [student loan deferment notifications](#) that the Clearinghouse has provided to my loan holders (lenders and guarantors).
- View the [proof\(s\) of enrollment](#) that the Clearinghouse has provided to my health insurers and other providers of student services or products.
- [View](#) specific information about my student loans. [LoanLocator](#)