

Verification Request Form – Eastern Illinois University

Legal Name (required - type or print clearly): _____

Signature (required): _____

E Number (if available): _____ **Date of Birth** (required): _____

IMPORTANT: A Pre-Registration letter for full-time/³/₄-time/half-time/less than half-time is available before the 10th day of classes. An Enrollment verification is not available until after the 10th day of classes .

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 10th class day: Enrolled full-time/³/₄-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 10th class day: Enrolled full-time/³/₄-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 through the 10th class day: Pre-Registered full-time/³/₄-time/half-time/less than half-time for a future semester and dates of semester)

Other: _____
(such as requesting degrees awarded, anticipated graduation date)

How would you like your verification letter delivered? Please Select 1

(NOTICE: No grades, GPA, or academic standing can be emailed or faxed.)

Complete address for mailing: (Please type or print clearly) Name line 1: _____ Name line 2: _____ Street Address: _____ City, State & Zip: _____	Pick up: (in person, photo ID required): <input type="checkbox"/>
	E-mail: (please type or print clearly) E-mail: _____
	Fax: (Fax number must be complete, including area code.) To the attention of: _____ Fax #: (_____) _____ - _____

Return completed and signed form to:

Office of the Registrar, Eastern Illinois University, 600 Lincoln Ave., Charleston, IL 61920-3099
Fax# 217-581-3412 E-mail: records@eiu.edu