



# UNIVERSITY of ALASKA SOUTHEAST

## ENROLLMENT VERIFICATION REQUEST

JUNEAU CAMPUS REGISTRAR'S OFFICE 11066 AUIE LAKE WAY JUNEAU, AK 99801 TEL: (907) 796-6100 FAX: (907) 796-6365 uas.registrar@alaska.edu	KETCHIKAN CAMPUS STUDENT SERVICES 2600 7TH AVE. KETCHIKAN, AK 99901 TEL: (907) 225-6177 FAX: (907) 225-3624 ketch.info@alaska.edu	SITKA CAMPUS STUDENT SERVICES 1332 SEWARD AVE. SITKA, AK 99835 TEL: (907) 747-7700 FAX: (800) 478-3552 registrations@uas.alaska.edu
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11/2/17

student name (print)      last      first      middle initial

UA ID number      day phone      email address

mailing address      city      state      zip code

### PLEASE SEND VERIFICATION OF MY ENROLLMENT DURING:

Select ONLY ONE semester per form\*

Spring Semester 20\_\_  Summer Semester 20\_\_  Fall Semester 20\_\_

Provide anticipated graduation date?  Yes  No

### Send verification to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Special Instructions:

FAX       HOLD FOR PICKUP  
FAX #: \_\_\_\_\_

TYPE OF SERVICE
<input type="checkbox"/> 1-3 Business Days: FREE
<input type="checkbox"/> Rush Fee: \$10.00*
*fee can be paid by
<input type="checkbox"/> email link
<input type="checkbox"/> in person at the Bursar's office
<input type="checkbox"/> check/money order made out to University of Alaska Southeast

✘ \_\_\_\_\_  
student signature      date

OFFICE USE ONLY

\*NOTE: If more than (3) semesters of enrollment need to be certified, please request a copy of your official transcripts rather than an Enrollment Verification. Enrollment verification is also available through the National Student Clearinghouse at UAOnline. The Clearinghouse Self-Service site provides access to your enrollment verification and printed enrollment verification certificates.

### OFFICE USE ONLY

I certify to the best of my knowledge that the student listed above (is / was) enrolled as a  full-time\*  3/4-time\*  half-time\*  part-time\* student at the University of Alaska Southeast during the academic period from \_\_\_/\_\_\_/\_\_\_\_\_ to \_\_\_/\_\_\_/\_\_\_\_\_.

\*NOTE: Full-time: 12+ undergraduate credits or 9+ graduate credits  
3/4-time: 9- 11.99 undergraduate credits or 6- 8.99 graduate credits  
Half-time: 6- 8.99 undergraduate credits or 5 graduate credits  
Part-time: 5 or fewer undergraduate credits or 4 or fewer graduate credits

Audited, professional development, Zero credit, and Continuing Education Units (CEU's) are not included in the computation of study load. It is the student's responsibility to notify the receiving agency of any changes after the enrollment certification has been prepared.

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

UNIVERSITY SEAL

Please contact our office for any questions.

Trisha Lee, University Registrar