

ENROLLMENT VERIFICATION REQUEST

Sonoma State University

Admissions and Records

You can request a verification of your SSU enrollment from Admissions and Records by completing this verification of enrollment form. We can verify your current enrollment, but we do not verify future enrollment even if you are registered for the next semester.

Please type or print with ballpoint pen

STUDENT'S LAST NAME (PRINT)	FIRST NAME	MIDDLE NAME	MAIDEN/FORMER NAME(S)
SSU ID (or SSN)	DAYTIME PHONE ()	E-MAIL ADDRESS	
SEMESTER TO BE VERIFIED* (check one only) <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer	HANDLING INSTRUCTIONS (check one only) <input type="checkbox"/> Mail to the address indicated below <input type="checkbox"/> Hold for pick up (see below)		
STUDENT SIGNATURE (REQUIRED)		DATE	
MAIL VERIFICATION LETTER TO:		STUDENT ADDRESS:	
_____ _____ _____ _____		_____ _____ _____ _____	

VERIFICATION SERVICE POLICY:

1. There is no charge for an enrollment verification
2. We can not verify enrollment until the first day of the semester.
3. Verifications will generally be processed and mailed or available for pick up within 48 hours of receipt. **However, at the start of each semester (or summer session) there will be some delay due to the high volume of requests.**
4. Enrollment Verifications include your Social Security Number. If you are requesting your Verification be faxed to an organization that identifies you by your SSN (i.e. loan/lender provider, insurance company, etc.), we **can not** fax your Verification. It will need to be mailed via USPS.
5. Complete this form and bring it to Admissions and Records in Salazar **OR** mail **OR** fax the form to:
 Sonoma State University
 ATTN: Admissions & Records
 1801 E. Cotati Ave.
 Rohnert Park, CA 94928-3609
 FAX (707)664-2060

For Office Use Only	
Processed by:	Date: