How To Access Enrollment Verification Through MySSU

- Log onto your MySSU and click Student Center

- Under Academics go to the drop-down menu and click Enrollment Verification
To view and print Enrollment Verification from home, click “Allow to Print from My Browser.
  - IMP: If you choose this option, the Enrollment Verification WILL NOT have the Registrar’s signature or Sonoma State seal.

If Enrollment Verification needs to be signed with the Registrar’s signature and stamped with an official seal, click “Request Institution to Mail”.

- If you are requesting the institution to mail your Enrollment Verification, fill out the “Recipient Address Information” section
  - If you click “Send to My Address”, the address that you have as your mailing address in your Student Center will be inputted.
  - Under “Send to” type in the name of the individual or institution you want your Enrollment Verification sent to.
  - Click “Edit Address” to input address.
  - Once all sections are filled, click “Add”.

- Once completed, it will take the office 1-2 business days to process your Enrollment Verification.