ST. MARY'S UNIVERSITY

ENROLLMENT VERIFICATION REQUEST FORM

Students require verification of enrollment for a variety of reasons (insurance, military I.D., loan deferment, or other purposes) When available, we will complete the student's verification form. Otherwise, please complete and submit the following request form to the Registrar's Office. **There is no fee for this service. Processing time is 1-2 business days.** Allow one week during registration and graduation.

All currently enrolled students must present a valid student identification card when picking up a verification of enrollment. Make a copy for your records prior to sending the form/letter to your lender, insurance company, etc.
If the form/letter is not picked up within ten business days, it will be discarded.

NOTE: If your lender participates in the National Student Clearinghouse (NSC), it is not necessary to request enrollment verification for deferment purposes. The NSC will be responsible for providing status and deferment information, on behalf of the school, to guaranty agencies, lenders, servicers, and the Department of Education's National Student Loan Database System (NSLDS) Phase. Visit the NSC on the web at www.nslc.org for more information.

Step 1: Purpose of Verification

_____ **Military I.D.**   _____ **Insurance**   _____ **Deferment**   _____ **Other** _____
                                                                                                        (Specify)
* If for insurance purposes (policyholder's name and/or policy #) or Parent Plus Loan (parent name/SS# (last4)):

_____

Step 2: Student Information

_____ S00_____ XXX-XX-_____
Last Name   *First Name*   *MI*   *STMU Identification Number*   *Social Security Number (last 4)*

Local Address _____

        City _____ State _____ Zip Code _____

        Home phone # _____ Work/Cell phone # _____

Step 3: Verification Request

Expected graduation date _____ Semester(s) to be verified _____
                              Month/Year   *Only previous and current semesters can be verified*
Special Instructions (i.e. include GPA, three copies, pick up or mail) _____

_____

Step 4: Sign and Date

Student's Signature _____ Today's Date _____

FOR OFFICE USE ONLY : Request Taken by: _____ **Request Date:**_____