Rancho Santiago Community College District
Continuing Education Admissions & Records
Enrollment Verification Form

Allow 7 – 10 working days for processing

The first two (2) letters ever requested are free. Each additional request will be charged a processing fee of $3.00.

NOTE: All letter of enrollment for current semester will be verified after at least
<u>TWO weeks of attendance in a class.</u>

Name: _____/_____/_____
            (Last)   **(First)**   **(Maiden)**

Date of Birth: _____ Telephone No. : _____
           (mm/ dd/ yyyy)   **(Best phone number to call)**

Student ID No.: _____/ Or Social Security No.: _____

Mailing Address: _____

      City: _____ Zip Code: _____

Verifications are only held for 1 month after processing and will be destroyed thereafter.

Student's Signature: _____ Date: _____

======================For Official Use Only======================

First Term	
Last Term	
Classes Taken/Completed	

Clerk's Note:

Purpose of this request: (Circle one)   Immigration   Employment   Insurance   Other

_____

_____

_____

Called Student on Date: _____ Clerk's Initial: _____ Student Will Pick-Up ☐   **Left Message** ☐