

# Verification Request Form – Eastern Illinois University

**Student Legal Name** (required - type or print clearly): \_\_\_\_\_

**Student Signature** (required): \_\_\_\_\_

**E Number** (if available): \_\_\_\_\_

**Student Date of Birth** (required): \_\_\_\_\_ **Student phone #** (optional) \_\_\_\_\_

**This letter should indicate (fill out for which semester & year below):** Example: Indicate "Spring", "Summer" or "Fall" Semester and the year, such as: Semester: **Fall** of Year: **2019** to request Fall Semester 2019 enrollment verified.

- Up to two semesters of current or past enrollment may be requested with verification letters. If you need more than two semesters you will need to order a transcript. **We cannot verify enrollment in a future semester but we can verify pre-registration in a future semester if the student has already pre-registered for that semester.**

**IMPORTANT:** Enrollment verification is not available until after Count Day (the 10<sup>th</sup> class day of the semester). Pre-Registration for full-time/¾-time/half-time/less than half-time is available before Count Day if student has pre-registered. All requests for enrollment verification for an upcoming semester will be held until after that semester's Count Day.

- **Please request enrollment verification and pre-registration for the same semester on separate forms as we will have to hold the requests for enrollment verification until after Count Day.**

**Loan Deferment:** Semester (Spring, Summer or Fall): \_\_\_\_\_ of Year: \_\_\_\_\_  
(Available after 10<sup>th</sup> class day: Enrolled full-time/¾-time/half-time/less than half-time for the current semester or a past semester, dates of semester and expected graduation date)

**Enrollment Verification:** Semester (Spring, Summer or Fall): \_\_\_\_\_ of Year: \_\_\_\_\_  
(Available after 10<sup>th</sup> class day: Enrolled full-time/¾-time/half-time/less than half-time for the current semester or a past semester and dates of semester)

**Pre-Registration:** Semester (Spring, Summer or Fall): \_\_\_\_\_ of Year: \_\_\_\_\_  
(Available after student has pre-registered for an upcoming semester through the 10<sup>th</sup> class day: Pre-Registered full-time/¾-time/half-time/less than half-time for a future semester and dates of semester)

**Other:** \_\_\_\_\_  
(such as requesting degrees awarded)

**How would you like your verification letter delivered?** (NOTICE: Only dates of attendance, full or part-time status or degrees earned can be e-mailed. No grades, GPA, enrolled hours or academic standing.)

**Complete mailing address:** \_\_\_\_\_  
Please print clearly and include name, street address or post office box & city, state & zipcode. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Faxed to:** Name: \_\_\_\_\_

Fax # (including area code): \_\_\_\_\_

**E-mailed to:** \_\_\_\_\_

**Return completed and signed form to:**

Office of the Registrar, Eastern Illinois University, 600 Lincoln Ave., Charleston, IL 61920-3099  
Fax# 217-581-3412 E-mail: records@eiu.edu