

ENROLLMENT VERIFICATION FORM (FOR Current IUS Students ONLY)

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Enrollment Verification can be provided after the first week of the current semester and for prior semesters ONLY.
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The enrollment verification form shown below can be completed at the Registrar's Office (Blue Card), or printed out and mailed, or Faxed to the Registrar's Office. There is no cost for this service. Processing time for this request is 24 to 48 hours after receipt in the Registrar's Office.

After the Enrollment Verification Form is received at the Registrar's Office, a letter with the University Seal, Federal School Code, Registrar's Signature, and Address and Phone number of Indiana University Southeast is created ([Example of Enrollment Verification Letter](#)). Enrollment Information is verified from the student's academic record and provided in a standardized Enrollment Verification letter. Additional student-provided information may be included in the letter. [We do not complete student-provided forms; however, the Enrollment Verification letter can be attached to any other forms provided by the student.] Students may either pick-up their Enrollment Verification letter or it can be mailed to the address the student provided on the form – the enrollment verification letter **cannot be faxed**. *Indicate if someone else will pick-up your verification.* **Photo ID required for pick-up.**

Mailing Addresses: Indiana University Southeast
Office of the Registrar, USC 102
4201 Grant Line Road
Attn: Enrollment Verification
New Albany, IN 47150

FAX Number: (812) 941-2351
Questions Call: Jack Howell (812) 941-2535

When completing the Enrollment Verification Form all the areas with an * are required or your request will not be processed. The **University ID number UID (Example – 000999999)** is **NOT** your Social Security Number. Provide a Complete Address if verification is to be mailed. Be sure that you date and sign request and the Daytime Phone Number you provide is a number that you can be reached between 8 am and 6 pm (Cell Phone Number is acceptable).

Please Print Clearly

ENROLLMENT VERIFICATION FORM			
*Last	First	Middle	*University ID
*Daytime Phone Number		E-mail Address	
*Semester Verification <input type="checkbox"/> Fall _____ (Year) <input type="checkbox"/> Spring _____ (Year) <input type="checkbox"/> Summer _____ (Year) <input type="checkbox"/> All Semesters		*Anticipated Grad Date May _____ (Year) Aug _____ (Year) Dec _____ (Year)	
Include the items checked below <input type="checkbox"/> Include Semester GPA Only <input type="checkbox"/> Include Overall GPA <input type="checkbox"/> Show Credit Hours <input type="checkbox"/> Include Last Four of SSN Only <input type="checkbox"/> Include Complete SSN <input type="checkbox"/> Show Good Student Standing			
<input type="checkbox"/> I Will Pick – Up or _____ Will Pick up my Verification (Photo ID Required)			
*Mail Certification To: _____			

* Required Information			
Form Provided: Yes No		*Date _____	*Signature _____
_____		_____	
Date Sent		Staff Initial	

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