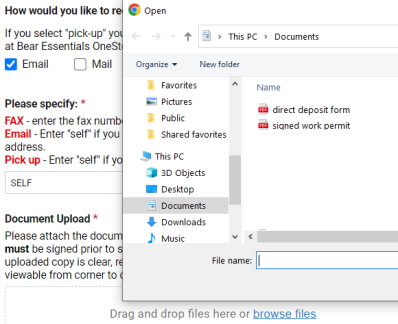
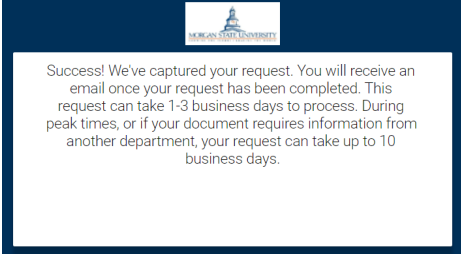


Enrollment/Degree Verification

<p>1</p>	<p>Enter your Name, Date of Birth, and Personal Email Address.</p>	<p>Student Information</p> <p>Last Name * Please capitalize the first letter of your name. Example: Johnson <input type="text"/></p> <p>First Name * Please capitalize the first letter of your name. Example: Michael <input type="text"/></p> <p>Date of Birth * <input type="text"/></p> <p>Personal Email * <input type="text"/></p>
<p>2</p>	<p>Enter your classification at MSU.</p>	<p>Classification *</p> <p><input checked="" type="radio"/> Undergraduate <input type="radio"/> Graduate</p>
<p>3</p>	<p>Enter your current enrollment status.</p> <ul style="list-style-type: none"> • Undergraduate Full Time (12 or more credit hours) • Undergraduate Part Time (Less than 12 credit hours) • Graduate Full Time (9 or more credit hours) • Graduate Part Time (Less than 9 credit hours) • Never Attended (admitted and no registration exists) • Already Graduated (degree has been conferred/awarded) 	<p>What is your enrollment status? *</p> <p><input type="radio"/> Part Time</p> <p><input checked="" type="radio"/> Full Time</p> <p><input type="radio"/> Never Attended</p> <p><input type="radio"/> Already Graduated from MSU</p>
<p>4</p>	<p>Select the information you would like us to verify.</p> <p>Depending on your selection, you will be asked if you would like us to verify any other information: Class Standing, Total Credits Earned, and/or Anticipated Graduation Date. This is optional.</p>	<p>What would you like us to verify? *</p> <p><input type="radio"/> Previous semester enrollment</p> <p><input type="radio"/> Never attended</p> <p><input type="radio"/> Attached document</p> <p><input type="radio"/> Degree Verification</p>
<p>5</p>	<p>Select the number of copies you would like.</p> <p>Select how you would like to receive your verification.</p> <p>Depending on your selection, you will be asked to enter additional information, such as email address, mailing address, pick up person, and/or fax number.</p>	<p>Copies *</p> <p><input type="radio"/> 1 <input checked="" type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5</p> <p>How would you like to receive your document? *</p> <p>If you select "pick-up" you will receive an email once your item is available for pick-up at Bear Essentials OneStop located on the main floor of Tyler Hall.</p> <p><input checked="" type="checkbox"/> Email <input type="checkbox"/> Mail <input type="checkbox"/> Fax <input checked="" type="checkbox"/> Pick up</p> <p>Please specify: *</p> <p>FAX - enter the fax number and ATTENTION to.</p> <p>Email - Enter "self" if you are the recipient. Otherwise, enter the recipient's email address.</p> <p>Pick up - Enter "self" if you are the recipient. Otherwise, enter the person's full name.</p> <p>SELF pick up; email to MR.KRABS@krustykrab.com</p>
<p>6</p>	<p>Upload your documents.</p> <p>1) Your valid government-issued photo ID.</p> <p>2) If you selected "attached document" from step 4. If your attached document requires your signature, it must be signed prior to submission. The document should have clear text, free of background images, and the page edges are visible from every corner. PDF is the preferred format.</p>	<p>How would you like to receive your document? *</p> <p>If you select "pick-up" you will receive an email once your item is available for pick-up at Bear Essentials OneStop located on the main floor of Tyler Hall.</p> <p><input checked="" type="checkbox"/> Email <input type="checkbox"/> Mail</p> <p>Please specify: *</p> <p>FAX - enter the fax number and ATTENTION to.</p> <p>Email - Enter "self" if you are the recipient. Otherwise, enter the recipient's email address.</p> <p>Pick up - Enter "self" if you are the recipient. Otherwise, enter the person's full name.</p> <p>Document Upload *</p> <p>Please attach the document. The document must be signed prior to submission. The uploaded copy is clear, readable, and visible from every corner.</p> <p>SELF pick up; email to MR.KRABS@krustykrab.com</p> 
<p>7</p>	<p>SUBMIT!</p> <p>If you have successfully submitted your form, you will see a confirmation page. This request can take 1-3 business days to process. (During peak times, and/or if your attached form must be sent to another department, it can take up to 10 business days.)</p> <p>You will receive an email once your request has been completed.</p>	

CONTACT: records@morgan.edu