ENROLLMENT VERIFICATION

CONTACT: records@morgan.edu

PURPOSE: This form is used to request a letter from the University verifying

enrollment or degree completion for a student.

PROCESSING TIME: 1-3 Business days (For forms that need certification from other departments,

additional processing time may be required.)

REQUIREMENTS: • Active student must use MSU email account

Valid government-issued photo ID or MSU Bear card

Active registration for the semester being verified.

ADVISEMENT: If you are attaching a form to be completed by the office, please ensure you have signed anywhere on the form requiring the student

signature. Verification letters do not show GPA, courses taken, or academic honors; that information, is included on the official transcript. You can place an order for an official transcript <u>here</u>.

STEPS

- From the "Online Forms" page, click the name of the form to begin. A window will open.
- 1A. Enter student ID and today's date. If you do not remember your student ID please enter 0000 and last four of your SSN. EX 00001111
 - 1B. Attach ID
- 2) Select the information you need.
- **2A.** Choose whether you need a letter or a form completed. Choose the semester and year of verification.
 - 2B. Select your student status
- **2C.** If you selected "Provide a letter of verification" select the information to include in your letter. If you selected "Complete attached form" an attachment icon will generate.
- **2D.** Select your delivery method and how many copies. Sign the form.
- 2E. Select "Finish". The window will automatically close if all information has been entered correctly.

Enrollment Verification Form			
Processing Time: 3 business days. The purpose of this form is if you are currently enrolled and need a verification of student information. Verification can only be provided once registration is complete. Form must include a valid, government issued photo ID.			
STUDENT ID	FIRST NAME	LAST NAME	
MONTH DAY YEAR	MORGAN EMAIL ADDRES	1B	

Please Select: Provide Letter of Verification Verification of Enrollment for what term?	Complete Attached Form select v Semester Year
Student Status:	
Undergraduate Full-time (12 or more credit hours) Part-time (Less than 12 credit hours)	Full-time (9 or more cre
Verification of Other Information:	
Credits Earned Class Standing	Dates of Attendance Anticipated Graduation Date
Recipient Information:	
Pick Up (name if other than yourself)	Email
Mail	
,	Email address
Recipient Name	Fax
Company or Department	
Number and Street Ant	or Suite Fax Number
The state of the s	
City State	Zip Attention
y originals needed? (5 maximum) select	16-Jun-20 5:57 PM EDT
Ignature:	Date:

3) The form will automatically route to The Office of the Registrar for processing. You will receive an email once the form has been completed. Mailed verifications can take 2-5 business days to be delivered via USPS mail.