Received by: _____
Date: _____

University of North Florida

THIRD PARTY ENROLLMENT VERIFICATION REQUEST

Updated 09/08

- Current Students**:** Enrollment Verifications will not be released until **after the Add/Drop period has expired** for the requested term. Add/Drop dates can be found at http://onestop.unf.edu.
- Former Students**:** Enrollment Verifications may be obtained online from the National Student Clearinghouse at http://www.studentclearinghouse.org/students/enroll_verify.htm.
- If you have a form from a third party, please attach the **completed and signed** form to this request. Incomplete forms will not be processed.
- **Except during registration periods**, enrollment verifications are processed within approximately 48 hours after receipt of the request (if received before 3:00 p.m.).

Student Number: N_____ **Daytime Phone:** _____

Name:_____
(Last) (First) (Middle Initial)

Current Address: _____
(Street) (City) (State) (Zip Code)

Are you currently enrolled? ☐ Yes ☐ No **Term Requested:** ☐ **Fall**_____☐ **Spring** _____ ☐**Summer** _____

Please indicate any of the following if required:

☐ **This is for a Military ID**
☐ **Overall GPA**
☐ **Major**
☐ **If for insurance purposes:** Insured's I.D.#_____
☐ **Anticipated Graduation Date**
☐ **Other (**please be specific**)** _____

Delivery Method:

☐ Please mail my enrollment verification:

Please provide the complete address below:

_____

_____

_____

☐ I will pick up the enrollment verification

☐ Please fax my enrollment verification:

Number: _(_____)_____

☐ I am sending someone else to pick up my enrollment verification:

In accordance with the FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, as amended, student's academic records are classified as confidential and may not be released to anyone other than the student without the student's written authorization and signature.

I give _____ permission to pick up my enrollment verification.

(This person's Photo ID will be checked)

All Requests Must Be Signed

Student's Signature:_____ Date:_____

Processed by: _____
Date: _____

White –Enrollment Services Yellow-Student