



Eastern Nazarene College Official Verification Request

Name: _____

Date: _____

Verification Type:

Please select the type of verification you are requesting.

- Enrollment verification** (current or past terms)

Semester _____ Year _____

NOTE: Fall or Spring for Traditional Undergraduate; Period I or Period II for Adult Studies

Specify above the exact term(s) needed. Registered credits and enrollment status (ex: Full-time/Part-time) will be included.

- Pre-registration verification** (future term)

Students must be fully registered for the upcoming term for this type of letter to be processed.

- Degree verification**

Degree, graduation date, and major will be included.

- Verification of requirements completed for graduation**

Specific letter for students who have completed all degree requirements, but are waiting for degree conferral on the next available graduation date.

- Degree audit**

Degree audits are available through WebAdvisor on the Portal for current students. Inactive students may only have their degree audit sent to the home address on file, or, may be picked up in person at the Registrar's Office.

- Attached verification form**

(Example: Loan deferment, housing, insurance, Common Application, etc.) All sections to be addressed by the student must be completed prior to submitting to the Registrar's Office. Indicate which section(s) on your form need to be completed.

- Additional Information** (if applicable)

Indicate any additional information needed for your selected verification above.

Salutation:

All letters are addressed "To Whom It May Concern" unless otherwise indicated here:

Delivery Options:

Please allow up to 3 business days for verification requests to be processed.

- Pick-up (Registrar's Office)

Email: _____

Fax: Number _____ Attention: _____

Mail: Name: _____

Address: _____

City, State: _____ Zip Code _____

Student Signature: _____

Date: _____