



# Enrollment Verification Request

**Processing Time:** Normally 3 days from date of receipt. Allow a *minimum of 2 weeks* at the *beginning and end* of each semester.

NAME: \_\_\_\_\_  
*(Please Print) LAST FIRST MI*

CNU ID#: \_\_\_\_\_ CNU Email: \_\_\_\_\_

DAYTIME PHONE: \_\_\_\_\_ CELLULAR / ALT PHONE: \_\_\_\_\_  
*(Area Code and Number) (Area Code and Number)*

**ENROLLMENT VERIFICATION FOR:**

- Spring 20\_\_\_\_\_  Fall 20\_\_\_\_\_  Summer 20\_\_\_\_\_ as a  full-time or  part-time student
- Undergraduate  Graduate
- Pre-registration\* for the upcoming semester / term \_\_\_\_\_

\*Note: You are not officially enrolled until after the last day of the schedule adjustment period.

**ADDITIONAL INFORMATION TO INCLUDE:**

- I attached a form to be completed
- Current semester GPA
- Current cumulative GPA
- Anticipated Graduation Date (*required for all Military ID verifications*)
  - Spring  August  December Year: \_\_\_\_\_
- Degree: \_\_\_\_\_ (ex. Bachelor of Arts or Master of Science)
- Additional information such as policy number, name of insured, etc.

You are required to register and maintain a minimum of 12 credit hours to be considered a full-time student during regular semesters (fall and spring). Please note that students are strongly encouraged to register for at least 15 credit hours in all regular semesters to make progress toward graduation in four years. Please consult with your advisor to ensure that your course selections progress you toward your anticipated degree.

**FAX/MAIL/PICK-UP INSTRUCTIONS:**

- I will pick-up the verification. *Note: A photo ID is required for pick-up.*
- Please fax verification to: ( ) \_\_\_\_\_
- Please mail verification to (*please print*):

Name of Recipient: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_