Enrollment Verification Form
William E. Simon Graduate School of Business Administration
University of Rochester
Registrar’s Office, 305 Schlegel Hall, Box 270107
Rochester, NY 14627
Phone: (585) 275-3533 / Fax: (585) 271-3907

Directions:
• Requests for verification of enrollment or graduation may be made by submitting this form to the Simon School Registrar’s Office.
• You must include the full name and address of the person or institution to whom the letter should be addressed.
• Please return the completed form to the Registrar’s Office (305 Schlegel Hall) or fax to (585) 271-3907.
• Please allow 3 business days for your request to be completed.

Student Name: ___________________________________________  Today’s Date: ________________
Please print Last _______ First _______ MI _______

Student Signature: ____________________________________________

UID #: ___________________  Date of Birth: ________________
Mo.  Day  Yr.

Daytime Phone Number: ___________________  E-mail address: ____________________________

Check your status:
□ Current student  □ Graduated from Simon School  □ Not current student. Last year attended __________

Please check the verification letter you are requesting:
□  Enrollment Verification – Enrollment will be verified beginning the first day of classes. Verification letters written before the start of the quarter will state that the student is “expected” to enroll.
   I need enrollment verification for the following quarters: From _____________ to _____________

□  Degree Verification – We will indicate “anticipated date of graduation” on the letter if you have not received your degree yet.

□  Degree Verification for Housing Office

Indicate the name and address of the person or institution to whom the letter should be addressed:

Name ___________________________________________________________

Address ___________________________________________________________

________________________________________________________

City/State/Zip ____________________________

Check one:
___ Place in my mail folder  ___ Mail the letter to this address: ________________________________

________________________________________________________

___ Fax to: ________________________________

Scan to this email: ________________

2/2013