

Complete and return this form to:

University of Rochester - Simon Business School

Office of the Registrar

245 Gleason Hall

registrar@simon.rochester.edu

Phone: (585) 275-3533 / Fax: (585) 271-3907



ENROLLMENT AND DEGREE VERIFICATION FORM

Directions

- Use this form to request an enrollment and/or degree verification letter **only when enrollment and degree information cannot be obtained from the National Student Clearinghouse or from your official transcript**. Please allow 5 business days for your request to be processed.
- Through a partnership with the National Student Clearinghouse, the University of Rochester provides instant and official enrollment verifications. Please login with your NETID and print your verification from: <https://www.rochester.edu/registrar/verifications.html>.
- Proof of a degree awarded can also be found on your official transcript, which is ordered through the University Registrar's Office from: www.rochester.edu/registrar/transcripts.html.

Student Name: _____ **UID# or DOB:** _____
Please print Last First MI

Student Signature: _____ **Date:** _____
month/day/year

Program: _____ **E-mail:** _____

Explain why you need this letter: _____

Check your status:

Current student Graduate of Simon School If not a current a student, last year attended _____

Please check the type of verification letter you are requesting:

Enrollment Verification. *Enrollment can be verified once you are enrolled for the quarter.*

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. *Just provide the name of the housing office and we will fax it directly to them.*

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

Name: _____

Address: _____

Check one:

Place in my Simon mail folder

Scan to the following E-mail address: _____

Fax to: _____

Registrar's Office Use Only

Revision:10/2016

Date Received: _____ Date Processed: _____ By: _____