

Enrollment Verification Request

Registrar's Office

Oakland City University

Email: registrar@oak.edu Phone: 812.749.1237

Student's Name: (print) _____ Student ID# A00000_____

Student's Phone: _____ Email: _____

OCU participates in the [National Student Clearinghouse](#), providing enrollment data that is accessible by various loan companies for the purpose of student loan deferments.

If an enrollment verification *plus proof of good academic standing* is needed (for example, in order to receive a good student discount on auto insurance), if verification of enrollment is needed prior to the start of a term, or if verification of a pending degree is needed, the student can use this form to request an enrollment verification.

1. Select (X) one type of verification requested:

AUTO insurance – academic standing and GPA for current term (ex: good student discount)

ADVANCED REGISTRATION – verification of early registration prior to the start of term

PENDING DEGREE – verification of formal application on file, pending degree info and expected grad date

OTHER verification letter – if the auto, advanced registration, and pending degree verifications do not meet your needs, a special verification letter may be prepared. Please indicate the **specific** information the verification letter should contain (only information requested here can be included in the verification letter):

2. Select (X) one delivery option:

I will pick up the enrollment verification the next business day (with photo ID)

I will designate someone other than myself to pick up the enrollment verification the next business day.

Name of designee (must show their photo ID) _____

Please mail the enrollment verification to the following name and address:

I authorize Oakland City University to release the above requested information as indicated.

Student's Signature

Date