University of South Alabama

Request for Enrollment / Degree Verification

**** ENROLLMENT CERTIFICATIONS CANNOT BE FAXED ****

❶ Identification Information

Full Name: _____
First **Middle** **Last**

_____ _____
Previous Name (if applicable) **Day Phone**

_____ _____ _____
Student ID **Date of Birth** (MM/DD/YYYY) **Email Address**

- Normal processing time is three to five days.
- It is the student's responsibility to report any status changes made after the initial date of request.
- If just prior to, during, or immediately following registration, processing may take up to two weeks.
- Student's written permission required for pick up of enrollment certification by a third party.

❷ Reason for Request

Enrollment Verification

☐ **Loan Deferment (** ○ Current Term ○ All Terms **)**

☐ **Insurance (** ○ Current Term ○ All Terms **)**

Insurance Company: _____

Policy/Group #: _____

Subscriber: _____

☐ Good Student Discount (Requires 3.0 GPA or better)

☐ **Military ID (**Anticipated Graduation Term: _____ **)**

☐ **Other (**Please Explain**)**

_____

_____

Verification of USA Degree

☐ **Awarded** (USA degree is printed on the enrollment/degree verification)

☐ **Pending** (Student has applied for graduation but the USA degree has not been awarded.)

☐ **Early Degree Verification of Completion** (Prior to the official awarding of the degree, the student has met all degree requirements, which will be verified by the Registrar's Office. A message will be included regarding completion. The awarded degree will be posted at the end of the semester.)

❸ Delivery Instructions / Information

☐ **Mail** ☐ **Pick Up** (Photo ID Required)

Name: _____

Address: _____

_____

_____

_____

City: _____

State/Province: _____ **Zip/Postal Code:** _____

Country/Nation: _____

❹ Signature (Required)

Signature: _____ **Date:** _____
MM/DD/YYYY

Office of the Registrar
390 Student Center Circle, Suite 1100
Mobile, Alabama 36688-0002
Telephone: (251) 460-6251
Fax: (251) 460-7738
Email: registrar@southalabama.edu
http://www.southalabama.edu/registrar

Completed By: _____

Date: _____