

# POINT PARK UNIVERSITY

## VERIFICATION OF ENROLLMENT REQUEST FORM

DATE: \_\_\_\_\_

I hereby authorize Point Park University to release my enrollment information for the following term(s):  Fall       Spring       Summer      Year(s): \_\_\_\_\_

Address or fax number to which the letter should be sent:

ATTN: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SPECIAL INSTRUCTIONS: \_\_\_\_\_  
\_\_\_\_\_

Please provide a telephone number where you can be reached in case of any questions or problems:

\_\_\_\_\_

\_\_\_\_\_  
Student ID Number

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

Use this form to request a letter verifying the student's enrollment in school. The letter lists: student's full name, academic term for which the letter is being generated, term dates, student's status (full-time, part-time), number of credit hours for which the student is registered, student's division (undergraduate, graduate), degree sought, major, and anticipated graduation date. This letter is required by most employers or insurers to maintain dependent medical coverage.

- This information will not be released without the student's signature.
- Some companies provide alternate paperwork. These forms may be submitted in lieu of the Letter of Verification Request, provided the form has a place for the student's signature authorizing release of the information.
- Verification of enrollment may only be completed for the term in progress or past terms. We cannot verify future enrollment.
- Some insurers require verification of enrollment by semester or by academic year. Check with your employee benefits representative to ensure that the appropriate paperwork is completed.
- Verification of enrollment for deferment of student loans is provided automatically through the National Student Clearinghouse.