

VERIFICATION OF ENROLLMENT

Current and former students may access their enrollment verification free of charge through the National Student Clearinghouse at <https://web.mnsu.edu/its/userid/studentclearinghouse/>. Through this service, an electronic document will be immediately provided which can be saved electronically or printed.

This form should **only** be used if the National Student Clearinghouse's enrollment certificate is not accepted by the agency needing verification.

Processing time for this printed verification form is one week and can be picked up at the Registration and Academic Records Service Counter WA 132. A stamped/addressed envelope is required to mail out form. Forms can be emailed to the Registration office at, registrars-office@mnsu.edu

Part I (To be completed by the student)

First Name _____ Last Name _____
 Tech ID Number _____ Local Phone Number _____
 Local Address _____

I request verification of enrollment of the period from _____ to _____

NOTE: Official enrollment verification can only be done after the drop/add period for the current term.

Part II (To be completed by Registration and Academic Records)

I certify that the above-named student was/is/will be enrolled at Minnesota State University, Mankato as follows:

<u>From</u>	<u>To</u>	<u>Status</u>
		Full-time Half-time Less than half-time
		Full-time Half-time Less than half-time
		Full-time Half-time Less than half-time
		Full-time Half-time Less than half-time
		Full-time Half-time Less than half-time
		Full-time Half-time Less than half-time

This student is pre-registered as a full-time half time less than half-time for the term which begin/will begin on _____ and will end on _____ but will not be officially enrolled until the drop/add period for the term has passed. According to our records, this student has applied for graduation and expects to graduate on _____

Associate Director
 Minnesota State University Mankato
 132 Wigley Administration Center
 Mankato, MN 56001
 (507) 389-6266
 School Code # 002360

Date _____
 Seal _____