University of South
Request for Enrollment

** ENROLLMENT CERTIFICATIONS CANNOT BE FAXED **

① Identification Information

Full Name: _____

Middle   Last

_____ _____

Previous Name (if applicable)   Day Phone

_____ _____ _____

Student ID   Email Address

- Normal processing time is three to five days.
- If just prior to, during, or immediately following registration, processing may take up to two weeks.
- It is the student's responsibility to report any status changes made after the initial date of request.

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② 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

☐

☐ 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.)

③ Delivery Instructions / Information

☐ Mail ☐ Pick Up (Photo ID Required)

Name: _____

Address: _____

_____

_____

_____

City: _____

State/Province: _____ Zip/Postal Code: _____

Country/Nation: _____

④ Signature (Required)

Signature: _____ Date: _____

                MM/DD/YYYY

Date: _____

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