

VERIFICATION LETTER REQUEST

POLICY GOVERNING ISSUE OF VERIFICATION LETTERS:

- Verification letters can be mailed or faxed, depending on your preference.
- Verification letters will be on our letterhead, signed by the Registrar, bearing the official seal of the University. (Official seal will not appear on letters to be faxed.)
- **Enrollment Verifications: The Registrar's Office is unable to officially verify enrollment of a semester which has not yet begun.** However, it is acceptable to submit an early request; our Office will hold your request to be processed once the new semester has begun.
- Please turn in this form to the Registrar's Office (3rd Floor, Putman University Center).

NAME	Last	First	M.I.
Student I.D. #	SSN	Birth Date	
Daytime Phone number	Signature		Date
Former Last Name(s) used at W.U. (if any): _____			

For which semester(s) do you need verification? **FALL 20** _____ **SPRING 20** _____
Other period of time (please give details):

Please send verification to this address (or FAX number):

Notes or additional requirements for your verification letter:

(For verifications to insurance companies, please provide full name, policy #, I.D. # of the insured policyholder)
