Registrar’s Office

VERIFICATION LETTER REQUEST

Verification Letters:
- may be mailed, emailed, or picked up in the Registrar’s Office.
- will be on university letterhead, bear the signature of the University Registrar, and the official seal of the university.
- can take five to seven business days to process.

Full Name: __________________________________________________________________________

Former last name(s) used at W.U.: ________________________________ W.U. ID#: ________________

Signature: ____________________________________________________   Date: ___________________

For which semester(s) do you need verification?    FALL 20______   SPRING 20__________

Other period of time (give details):________________________________________________________

Include:
- Dates Attended
- Graduation Date
- Degree Awarded
- Major(s)
- Minors(s)
- Academic Standing
- Full-Time Status
- Class Schedule
- Credit Hour Policy

Send verification to:
__________________________________________________
__________________________________________________
__________________________________________________

Notes or additional requirements for your verification letter:

(For verifications to insurance companies please provide full name, policy #, ID# of the insured policy holder.)

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Revised 6/20/18 nbr