University of California, Santa Cruz
Enrollment Verification Request

By signing this form, you agree to have the Records Verification fee(s) assessed to your UCSC account.

Enrollment Verifications include:

Current Program of Study (UGRD/GRAD)   Current Enrollment: Term, Begin and End Dates,

Expected Completion Date   Units, Full/Part-Time Status

Signature of the University Registrar   Major(s), Minor(s), College

University seal

Prior Quarters and GPA also available under Additional Requests*.*

– PRINT CLEARLY –

Name: _____
     LAST   FIRST   MIDDLE

Phone: (_____)_____-_____

UCSC Email: _____

☐ Email to (**Extra Fee**): _____

☐ Mail to:

_____
PERSON / INSTITUTION

_____
STREET 1

_____
STREET 2

_____
CITY   STATE   ZIP

*Additional Requests (no extra charge):

☐ Include all prior quarters

☐ Include my GPA

☐ Hold for_____quarter enrollment

☐ Attach additional paperwork

Student ID: _____

☐ **Financial Waiver** – Verifications for scholarship/ financial aid verification are provided at no charge. Provide proof of financial aid and include the name of the scholarship or institution. **(Waiver does not include special processing fee.)**

Scholarship/Institution: _____

____ # COPIES x $17 each = $

SPECIAL PROCESSING REQUESTS (**EXTRA FEES**)

☐ Fax Request (USA only) –add $5 per fax $_____
(_____)_____-_____

Attention: _____

☐ Express Mail (USA only) – add $25 per address $_____

☐ Intl. Standard Mail – add $5 per address $_____

☐ International Express Mailing $_____
(Phone number required) – add $30 per address
(_____)_____-_____

☐ Notarization – add $23 per verification $_____

☐ Email – add $23 per recipient $_____

☐ Sign & Sealed Envelope $_____
   – add $20 per verification

☐ Gold Foil Sticker – add $23 per sticker $_____

Total: $____

SIGNATURE: _____

DATE: _____