



UNIVERSITY of ALASKA SOUTHEAST

ENROLLMENT VERIFICATION REQUEST

JUNEAU CAMPUS REGISTRAR'S OFFICE 11066 AUIE LAKE WAY JUNEAU, AK 99801 TEL: (907) 796-6100 FAX: (907) 796-6365 uas.registrar@alaska.edu	KETCHIKAN CAMPUS STUDENT SERVICES 2600 7TH AVE. KETCHIKAN, AK 99901 TEL: (907) 225-6177 FAX: (907) 225-3624 ketch.info@uas.alaska.edu	SITKA CAMPUS STUDENT SERVICES 1332 SEWARD AVE. SITKA, AK 99835 TEL: (907) 747-7700 FAX: (800) 478-3552 registrations@uas.alaska.edu
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11/2/17

student name (print)	last	first	middle initial
UA ID number	day phone	email address	
mailing address	city	state	zip code

PLEASE SEND VERIFICATION OF MY ENROLLMENT DURING:

Select ONLY ONE semester per form*

Spring Semester 20__ Summer Semester 20__ Fall Semester 20__

Provide anticipated graduation date? Yes No

Send verification to:

Special Instructions:

FAX HOLD FOR PICKUP
FAX #: _____

TYPE OF SERVICE
<input type="checkbox"/> 1-3 Business Days: FREE
<input type="checkbox"/> Rush Fee: \$10.00

✘ _____
student signature date

*NOTE: If more than (3) semesters of enrollment need to be certified, please request a copy of your official transcripts rather than an Enrollment Verification. Enrollment verification is also available through the National Student Clearinghouse at UAOnline. The Clearinghouse Self-Service site provides access to your enrollment verification and printed enrollment verification certificates.

OFFICE USE ONLY

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I certify to the best of my knowledge that the student listed above (is / was) enrolled as a full-time* half-time* part-time* student at the University of Alaska Southeast during the academic period from ___/___/_____ to ___/___/_____.

*NOTE: Full-time: 12 undergraduate credits; 9 graduate credits; half-time: 6 credits; part-time: 5 and under credits. Audited classes, professional development, and Continuing Education Units (CEU's) are not included in the computation of study load for full-time, half-time, or part-time status. It is the student's responsibility to notify the receiving agency of any add/drop transactions completed after the enrollment certification has been prepared.

COMMENTS: _____

UNIVERSITY SEAL

Please contact our office for any questions.

Trisha Lee, University Registrar

METHOD OF PAYMENT

Payment must accompany the form Cash Credit Card

credit card number	exp. date (month/year)
security code	billing zip code