



Enrollment verification letters confirm that a student is or was enrolled at Providence. Verification letters are printed on Providence letterhead, signed by the Registrar, and embossed with the Providence College seal. Enrollment Verifications contain: Full Name, Status (full time/part time), Major/Concentration, Populi ID#, Term Dates, and Program Length.

Telephone requests are NOT accepted and the College does NOT fax enrollment verification requests.
Enrollment Verification orders will NOT be processed until all financial holds are cleared.
One request per academic year is free; additional requests are \$3. Allow 2-3 days for processing.

Name: _____
Last First Middle Initial

Date of Birth: ____/____/____
Month Day Year

Current term of attendance OR last term of attendance:

Fall / Spring of 20____ [ex. Fall /Spring of 2016]

Please indicate if any of the additional information is required:

- Past Attendance
- Degree Conferred
- Cumulative Residential GPA
- Non-Attendance
- Social Security Number [Verifications containing SSN cannot be emailed]
- Other:

Please indicate the delivery method for your completed verification:

- I will pick up my completed verification, please email me when ready.
- I authorize _____ to pick up my completed verification. [Photo ID required]
- Email my verification to: _____
- Mail my verification. [USPS First Class Mail Only]

Mail Verification to: _____
 Name / Organization

 Street

 City State Zip

By signing below, I request and release the above information to a third-party for the purpose of verifying my current/past/non enrollment at Providence Christian College.

Student Signature (*required*) Date: ____/____/____