



ENROLLMENT VERIFICATION REQUEST

Instructions:

1. Complete one form per term.
2. Verifications may take up to five business days to process.
3. Requests made prior to the semester of enrollment will be processed AFTER the add/drop period (second full week of a major semester). **NO EXCEPTIONS.**
4. A copy of the letter will be placed in your student file in the Office of the Registrar.

Last Name

First Name

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Wesley ID #

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Date of Birth (mm/dd/yyyy)

Degree Program

Pick up in office

Send letter to:

Verify enrollment for:

_____ **Term (Spring, Summer, Fall, D.Min January, D.Min May)**

_____ **Academic Year**

Enrollment verification includes degree program, status (part time, full time, etc.), hours of enrollment for semester indicated and student standing (good standing, probation, etc.)

Check any additional items that must be included in the verification letter:

Proposed graduation date, which is: _____

Other: _____

Student Signature

Date