KUTZTOWN UNIVERSITY
Registrar's Office

Verification of Enrollment Request

Forms will be processed within 48 hours

This form is used to verify a student's current or past enrollment dates, expected date of graduation, or other pertinent information contained on the student's academic record at Kutztown University.

Note: <u>No information will be verified if the student's records are sealed because of restrictions!</u>

Name: _____ ID#: _____

Daytime Phone (cell): _____ Maiden Name: _____

Permanent Address: _____

City: _____ State: _____ Zip: _____

Student Signature (**required)** _____ Date: _____

Check status while attending Kutztown University:

☐ Undergraduate   ☐ Graduate   ☐ Instructional Certification Student

Expected date of graduation: (this **must** be completed)   _____   _____
                                                                                                Month   Year

Place a checkmark in the box next to the information you wish to be verified, or specify exactly what you wish to be verified.

☐ Current Semester Enrollment Only   ☐ All Dates of Attendance

☐ Specific dates of Attendance only: _____ to _____
                                                                        Month / Year   Month / Year

☐ Other   Specify information that you wish on your verification such as KU Letterhead, School Seal, etc.:

_____

_____

For Automobile Good Student Discount - may we release your GPA?   ___YES   ___NO

To whom and where this verification should be sent :

If needed: Insured Parent/Guardian: _____ _____
                                                                    Name   Insurance ID #

Name of Company: _____

Company Address: _____ _____ _____ _____
                                                    Street   City   State   Zip

Verification to be faxed: _____ _____
                                              Fax Number   Contact Person at Company

Attn.: Registrar's Office, P.O. Box 730, Kutztown, PA 19530
Phone: (610) 683-4485   Fax: (610) 683-1586   Email: regoffice@kutztown.edu

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