

Request to Verify Student Status

Please Print

Name _____

SSN/Student ID# _____

Phone # _____

Semester/Year involved:

- current semester other (list semester(s)/year(s) _____ (max=3)

Verification is needed for the following purpose:

- student loan** insurance childcare housing
 IRS credit card travel other _____

***STUDENT LOAN DEFERMENTS - You MUST attach form since student loan deferment forms MUST BE processed through the National Student Clearinghouse (NOT on campus). First full report goes to the NSC after the 4th week of the semester. If the deferment form you submit does not have the servicer's name and address on it be sure to indicate the servicer's name and address on the reverse of this form. Forms cannot be processed, and therefore cannot be turned in, before the term you are requesting certification for begins. FORMS WILL NOT BE RETURNED TO YOU (if you want a copy for your records, make a copy before submitting forms).*

- Check here if any other specific information must be included in the letter and indicate information required in the space below:

Student's Signature _____ Date _____

Please note:

- The verification letter will include name, semester involved, enrollment status and number of units as of date certified. Letters for the IRS will also include social security number.
- Verifications are normally ready for pick up within **5-10 working days**. Allow at least 2 weeks at peak times.
- Be sure to complete your portion of any form(s) you are attaching to this. Do NOT fill in the school portion.
- Verifications CANNOT be released to a third party without student's written consent. Verifications for family member's financial aid will be mailed directly to the other college's financial aid office.
- Unclaimed forms will be destroyed after 60 days.

For Office Use Only Processed by _____ Date _____