

ENROLLMENT VERIFICATION FORM

1. Complete the information below. Requests will be processed within 5-10 business days
2. There is no charge for enrollment/degree verification.
3. If the student is currently enrolled, their student status is based on their registration in the semester indicated.
4. For students who intend to enroll, a verification of their enrollment status can be provided after the Add/Drop period for the semester of entry has passed.

SECTION I: STUDENT INFORMATION	
Student Name:	
Student ID # (Use SS# if you were a student prior to 1986):	
Email Address:	Telephone #:
First Term at Pacific Oaks:	Most recent term at Pacific Oaks:
If applicable, date of degree completion:	

SECTION II: SENDING INFORMATION	
Receiver's Name:	
Receiver's Address and/or Email address:	

SECTION III: STUDENT ACKNOWLEDGEMENT	
Student Signature:	Date:

SECTION IV: PROCESSING (FOR REGISTRAR'S OFFICE USE ONLY)			
Course of study: Degree:		Academic Program:	
Enrollment:	Student is currently enrolled		Student is pending conferral
	Graduate		Student is currently inactive
Last Date of Attendance:			
Enrollment status:	Full Time		At least Half Time
	Less than Half Time		Graduate
Semester of enrollment: Year:	FA	FA1	FA2
	SP	SP1	SP2
SU		SU1	SU2
Comments:			

THE ABOVE INFORMATION HAS BEEN PROVIDED BY THE OFFICE OF THE REGISTRAR AT THE REQUEST OF THE STUDENT NAMED ABOVE. IF ADDITIONAL INFORMATION OR CLARIFICATION IS REQUIRED PLEASE CONTACT THIS OFFICE USING THE INFORMATION ABOVE.

Registrar's Office Signature: _____ Date: _____