



University of South Alabama

Request for Enrollment / Degree Verification

**** ENROLLMENT CERTIFICATIONS CANNOT BE FAXED ****

1 Identification Information

Full Name: _____
 First **Middle** **Last**

Previous Name (if applicable) _____ **Day Phone** _____

Student ID _____ **Date of Birth** (MM/DD/YYYY) _____ **Email Address** _____

- Normal processing time is three to five days.
- If just prior to, during, or immediately following registration, processing may take up to two weeks.
- It is the student's responsibility to report any status changes made after the initial date of request.
- Student's written permission required for pick up of enrollment certification by a third party.

2 Reason for Request

Enrollment Verification

- Loan Deferment** (Current Term All Terms)
- Insurance** (Current Term All Terms)
Insurance Company: _____
Policy/Group #: _____
Subscriber: _____
- Good Student Discount (Requires 3.0 GPA or better)
- Military ID** (Anticipated Graduation Term: _____)
- Other** (Please Explain)

Verification of USA Degree

- Awarded** (USA degree is printed on the enrollment/degree verification)
- Pending** (Student has applied for graduation but the USA degree has not been awarded.)
- Early Degree Verification of Completion** (Prior to the official awarding of the degree, the student has met all degree requirements, which will be verified by the Registrar's Office. A message will be included regarding completion. The awarded degree will be posted at the end of the semester.)

3 Delivery Instructions / Information

Mail **Pick Up** (Photo ID Required)

Name: _____

Address: _____

City: _____

State/Province: _____ **Zip/Postal Code:** _____

Country/Nation: _____

4 Signature (Required)

Signature: _____

Date: _____

MM/DD/YYYY

Office of the Registrar
390 Student Center Circle, Suite 1100
Mobile, Alabama 36688-0002
Telephone: (251) 460-6251
Fax: (251) 460-7738
Email: registrar@southalabama.edu
http://www.southalabama.edu/registrar

Completed By: _____

Date: _____