


# Self-Service Enrollment Verification

## INSTRUCTIONS

**Official enrollment verifications will be mailed from the Office of the Registrar daily. If a form is required to be attached to the verification, that form MUST be submitted to our office prior to making a verification request.**

1. Logon to ECampus
2. On your Student Center, you will find a drop-down menu "other academics"
3. From this drop-down menu, select Enrollment Verification and press the  button.
4. From the drop-down menu at the top of the page, select **"Request Institution to mail"**.
5. Choose what information that you wish to be verified.
6. Select the address:
  - A. **To yourself:**
    - Check "Send to my address"
    - Address Type: Choose permanent or mailing
    - You will be directed to an address window
    - Please verify that the address is correct
    - If necessary, edit the address.
  - B. **To a third party**
    - In the "Send to" box, Type in the name of the person or institution
    - Press "Edit Address"
    - You will be directed to an address page. Complete the address information and then press OK
  - C. You may add additional addresses by pressing the **ADD** button
7. Press the Submit button