



Office of the Registrar

500 El Camino Real
Santa Clara, CA 95053
Main: 408) 554-4331 email: ootr@scu.edu

ENROLLMENT VERIFICATION REQUEST FORM

NAME: Other Names Used:

SCU ID#: Birthdate:

(If SCU ID# is unknown, must provide birthdate)

Do you want your Social Security included? (Mandatory for loan/financial aid forms) yes No

Are you currently enrolled? Yes - Status: Full Time Part Time

No - Dates of attendance

Attended prior to 1988? Yes No

PROGRAM: (please check all that apply)

Undergraduate: Arts & Sciences Business Engineering

Graduate: Engineering MBA Education and Counseling Psychology

Graduate School in Pastoral Ministries

LAW: J.D. LLM

VERIFICATION OF ENROLLMENT FOR: (please check all that apply)

Current Term Anticipated Enrollment for Next Term Past Term(s)

(Specify Term (s))

Degree(s) Anticipated Graduation Date Units Completed GPA

Forms (please attach)

DELIVERY: (please check one)

Mail To:

Fax To:

Fax Number:

Hold for Pick-Up

STUDENT'S SIGNATURE: DATE:

(To process request, a signature is required)


Phone Number: E-Mail Address:

Additional Instructions:

# 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