



ENROLLMENT VERIFICATION REQUEST FORM

UNIVERSITY OF MICHIGAN-DEARBORN
1169 University Center
4901 Evergreen Road
Dearborn, MI 48128-1491
(313) 583-6500
(313) 593-5697 FAX

Completion of this form authorizes the release of enrollment verification
and other information requested including attempted hours and grade point average

Please Print Clearly

Student ID Number/UMID _____

Birth date (mm/dd/yy) _____

Last Name _____ First _____ Middle _____ Former (If Applicable) _____

Current Street Address _____

City _____ State _____ Zip _____ Telephone _____

Please Note: Enrollment Verifications can be produced to verify current term enrollment or complete enrollment history.

Please select applicable options:

- Mailed Picked up Fax Form Attached
- Rushed (\$10.00 fee) Original Signature (\$10.00 fee) Hold for Future Term _____

If mailing, submit EXACT ADDRESS where enrollment verification should be sent and if faxing, submit FAX NUMBER and CONTACT PERSON to which enrollment verification should be sent:

I authorize the University of Michigan-Dearborn to release the above information per this request. I acknowledge that I have read the policies and regulation on the back of this form.

Student Signature _____

Today's Date _____

OFFICE USE ONLY:

DATE SUBMITTED _____ RUSH FEE PAID _____

ORIGINAL SIGNATURE FEE PAID _____ R&R STAFF INITIALS _____

Enrollment Verification Policies and Regulations

Effective August 17, 2009

There is **NO FEE** for Enrollment Verification processed in 5 working days.

Student must present their MCard or Driver's License to pick up the Official Certification Letter.

1. Loan Deferments

The University of Michigan-Dearborn uses the National Student Clearinghouse as the service for verifying enrollment for student loans. These verification requests will be processed by that agency within 10 business days of receipt of request at the Office of Registration & Records. When requesting verification for a student loan, you must submit the official forms sent to you by the loan agency along with your request to the Office of Registration & Records.

2. All Other Requests

The Office of Registration & Records processes requests for verification, excluding student loan deferments. Requests are accepted via mail, fax, or UM-Dearborn Connect (online). The online Enrollment Verification Request Form uses the required Personal Identification Number (PIN) as an electronic signature. If you are requesting enrollment verification on a document that you have received, use this form (available in the office or downloadable from our website), complete it, and mail or fax it along with the document to the Office of Registration & Records.

3. Processing

Please allow up to five (5) working days to process your request for enrollment verification. Under certain circumstances, such as the end of term, request may take longer to process.

RUSH: There is a **\$10.00 per request** fee for rush enrollment verification requests. Requests submitted by 12:00 p.m. may be picked up after 4:00 p.m. the same day. If the request is submitted after 12:00 p.m., the enrollment verification can be picked up any time after 8:30 a.m. the next business day.

Original Signature: There is a **\$10.00 per signature** fee for enrollment verifications requiring the original signature of the Registrar.

Enrollment Verification requests for current semester will not be processed prior to the end of the add/drop period (third week for full terms, second week for half terms).

Enrollment Verifications include credit hours, enrollment status, class level and expected graduation date.

4. Student Records Are Confidential Records

Enrollment Verification requests must be submitted in writing. Third party requests require written authorization from the student. Students must present ID as proof of identity.

5. Scale

The following scale is used when certifying student enrollment at the University of Michigan-Dearborn:

	Undergraduate	Graduate/Doctorate
Full-time	12 or more hours	8 or more hours
Three Quarter-Time	9 to 11 hours	6 to 7 hours
Half-time	6 to 8 hours	4 to 5 hours
Less-than Half-Time	5 or less hours	3 or less hours