

CERTIFICATION 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 and/or Social Security Number

Birth Date

Last Name

First

Middle

Current Street Address

City

State

Zip

Telephone Number

PLEASE NOTE: CERTIFICATION OF ENROLLMENT LETTERS WILL CERTIFY THE CURRENT TERM AND ALL PAST TERMS REGISTERED.

Please select one of these options:

Pick Up

Fax

Hold for Next Term
(specify) _____

Mail

Form Attached

Rush (\$10.00 fee)

You must supply address and/or fax number:

You must supply address and/or fax number:

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



Student's Signature

Date

OFFICE USE ONLY:

R&R Staff Initials _____

Date _____

Official Certification of Enrollment Letters Policies and Regulations

Effective June 15, 2005

The Office of Registration and Records processes Certification of Enrollment requests for all University of Michigan-Dearborn students. The following provides information regarding certification requests.

1. Certification of Enrollment requests must be submitted in writing. *Third party requests require written authorization from the student. The individual must present ID as proof of identity.*
2. Processing
 - a. Certification of Enrollment requests will be processed within 5 business days.
 - b. **RUSH:** There is a \$10.00 Fee for Certification Letters which must be mailed, faxed, or available for pick-up within 24 hours or less.
 - c. Loan Deferment – The University of Michigan-Dearborn uses the National Student Clearinghouse as the service for certifying student loans. These certification requests will be processed by that agency within 10 business days of receipt of request at the Office of Registration and Records
 - d. Certification 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).
3. All Certification of Enrollment Letters will be generated electronically and will include all terms of enrollment, credit hours, enrollment status, class level and expected graduation date.
4. Student must present MCard or Driver's License to pick up an Official Certification Letter.
5. The following scale is used when certifying student enrollment at the University of Michigan-Dearborn:

	Undergraduate	Graduate
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