Enrollment/Graduation Verification Form

Use this form to request official verification of enrollment and/or graduation. Please note: In some cases an official transcript may be required; official transcripts must be requested in writing - please use the Transcript Request Form. It is the student’s responsibility to know if they need an official transcript.

Submit this form to the Office of the Registrar (please print neatly in ink).

Name while attending Menlo College: ____________________________

Last                               First                               Middle

Student ID/SS #: ____________________________ Date of Birth: ____________________________
(for identification purposes) (for identification purposes)

Years of Attendance: ____________________________ Phone: ____________________________ □ Home □ Mobile

Permanent Address: ____________________________

Number and Street

Box/Apartment

City                               State                               ZIP

Update contact information: □ Yes □ No

I need (check one): □ Enrollment Verification □ Graduation Verification □ Both

For Enrollment Verification (check one): □ verify entire enrollment □ verify terms listed below
Example: Fall 1998

Additional Instructions:

________________________________________

Do you need Menlo to verify full-time and/or part-time enrollment of each term? □ Yes □ No

Allow 1-3 business days for processing (check one):

□ Please mail to: ATTN: ____________________________

Mailing Address: ____________________________

Number and Street

Box/Apartment

City                               State                               ZIP

□ Fax, ATTN: ____________________________ Fax # ____________________________

□ Email: ____________________________

□ Pickup

Student Signature: ____________________________ Date: ____________________________