



# University of South Alabama

## Request for Enrollment / Degree Verification

\*\* ENROLLMENT CERTIFICATIONS CANNOT BE FAXED \*\*

### 1 Identification Information

Full Name: \_\_\_\_\_  
First
Middle
Last

Previous Name (if applicable) \_\_\_\_\_ Day Phone \_\_\_\_\_

Student ID \_\_\_\_\_ Date of Birth (MM/DD/YYYY) \_\_\_\_\_ Email Address \_\_\_\_\_

- Normal processing time is three to five days.
- If just prior to, during, or immediately following registration, processing may take up to two weeks.
- It is the student's responsibility to report any status changes made after the initial date of request.
- Student's written permission required for pick up of enrollment certification by a third party.

### 2 Reason for Request

#### Enrollment Verification

- Loan Deferment (  Current Term     All Terms )
- Insurance (  Current Term     All Terms )
- Insurance Company: \_\_\_\_\_
- Policy/Group #: \_\_\_\_\_
- Subscriber: \_\_\_\_\_
- Good Student Discount (Requires 3.0 GPA or better)
- Military ID (Anticipated Graduation Term: \_\_\_\_\_ )
- Other (Please Explain)
- \_\_\_\_\_
- \_\_\_\_\_

#### Verification of USA Degree

- Awarded (USA degree is printed on the enrollment/degree verification)
- Pending (Student has applied for graduation but the USA degree has not been awarded.)
- Early Degree Verification of Completion (Prior to the official awarding of the degree, the student has met all degree requirements, which will be verified by the Registrar's Office. A message will be included regarding completion. The awarded degree will be posted at the end of the semester.)

### 3 Delivery Instructions / Information

Mail     Pick Up (Photo ID Required)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_

State/Province: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Country/Nation: \_\_\_\_\_

### 4 Signature (Required)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

MM/DD/YYYY

Office of the Registrar  
 390 Student Center Circle, Suite 1100  
 Mobile, Alabama 36688-0002  
 Telephone: (251) 460-6251  
 Fax: (251) 460-7738  
 Email: registrar@southalabama.edu  
<http://www.southalabama.edu/registrar>

Completed By: \_\_\_\_\_

Date: \_\_\_\_\_