University of South Alabama

Request for Enrollment / Degree Verification

Office of the Registrar
390 Student Center Circle, Meisler Hall, STE 1100
Mobile, AL 36688-0002
Phone (251) 460-6251 | Fax (251) 460-7738
Email | registar@southalabama.edu

Enrollment Verifications Cannot be Faxed

1. IDENTIFICATION INFORMATION

Full Name: _____
First **Middle** **Last**

Previous Name (If applicable): _____ **Phone:** _____

Jag Number: _____ **Date of Birth:** _____ **Email:** _____

- Normal Processing time is three to five business days, but can take up to two weeks during peak times (registration, graduation, etc.)
- 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 verification by a third party

2. REASON FOR REQUEST

ENROLLMENT VERIFICATION

___ Loan Deferment (___Current Term ___All Terms)

___ Insurance (___Current Term ___All Terms)

___ Good Student Discount

___ Military ID (Anticipated Graduation Term _____)

___ Other (Please Explain)

_____

_____

DEGREE VERIFICATION

___ **Awarded** (USA degree verification is printed on certified paper)

___ **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)**

Mail to: _____ **Address:** _____

_____

City: _____ **State:** _____ **Zip/Postal Code:** _____ **Country:** _____

4. Signature (required)

Signature: _____ **Date:** _____

OFFICE USE ONLY

Completed By: _____
Date: _____