

**Complete and return this form to:**

University of Rochester - Simon Business School  
Office of the Registrar  
245R Gleason Hall  
[registrar@simon.rochester.edu](mailto:registrar@simon.rochester.edu)  
Phone: (585) 275-3533 / Fax: (585) 271-3907



**ENROLLMENT AND DEGREE VERIFICATION FORM**

**Directions**

- Use this form to request an enrollment and/or degree verification letter **only when enrollment and degree information cannot be obtained from the National Student Clearinghouse or from your official transcript**. Please allow 5 business days for your request to be processed.
- Through a partnership with the National Student Clearinghouse, the University of Rochester provides instant and official enrollment verifications. Please login with your NETID and print your verification from: <https://www.rochester.edu/registrar/verifications.html>.
- Proof of a degree awarded can also be found on your official transcript, which is ordered through the University Registrar's Office from: [www.rochester.edu/registrar/transcripts.html](http://www.rochester.edu/registrar/transcripts.html).

**Student Name:** \_\_\_\_\_ **UID# or DOB:** \_\_\_\_\_  
*Please print*                      Last                      First                      MI

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
month/day/year

**Program:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

Explain why you need this letter: \_\_\_\_\_

Check your status:

Current student     Graduate of Simon School     If not a current a student, last year attended \_\_\_\_\_

Please check the type of verification letter you are requesting:

- Enrollment Verification. *Enrollment can be verified once you are enrolled for the quarter.*  
I need enrollment verification for the following terms:                      From \_\_\_\_\_ to \_\_\_\_\_
- Degree Verification. *We will indicate "anticipated date of graduation" on the letter if you have not received your degree yet.*
- Degree Verification for Housing Office. *Just provide the name of the housing office and we will fax it directly to them.*

Indicate the name and address of the person or institution to whom the letter should be addressed:

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

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

Check one:

- Place in my Simon mail folder
- Scan to the following E-mail address: \_\_\_\_\_
- Fax to: \_\_\_\_\_

*\*Registrar's Office Use Only\**

Revision: 3/2020

Date Received: \_\_\_\_\_ Date Processed: \_\_\_\_\_ By: \_\_\_\_\_