**Enrollment Verification Request Form**

**Instructions**
Please Note the Following:
1. This form cannot be electronically submitted
2. This form is void until signed
3. Please indicate the CORRECT address(es), name(s) of person(s), or apartment number where the letter is to be delivered. **St. Francis College, Office of the Registrar takes no responsibility for incorrect mailing information.**

**NOTE:** verification of semester enrollment status begins after the 1st week of each semester. Otherwise the status will be listed as “Pre-registered.”

---

**Step 1.** Print the form
**Step 2.** Write/type the required information in the space below
**Step 3.** Sign the form
**Step 4.** Mail to: St. Francis College, Office of the Registrar, 180 Remsen Street, Brooklyn, NY 11201 or Fax to: (718) 624-6677

---

<table>
<thead>
<tr>
<th>Today’s Date</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Student ID # or Social Security No.</td>
<td>Student Name: Last First Middle</td>
</tr>
<tr>
<td>Street (Local Address)</td>
<td>☐This is a new address and/or phone number; please update my record to reflect this change.</td>
</tr>
<tr>
<td>City</td>
<td>State</td>
</tr>
</tbody>
</table>

**Semester of Certification:** ☐ Spring Semester ☐ Fall Semester

**CONTENTS OF LETTER:**
*NOTE: For Insurance purposes, you must include Insurance Member’s Name and ID#.*

**MEMBERS’S NAME:**

**MEMBER’S ID#:**

---

I hereby authorize St. Francis College to release the enrollment verification.

---

**Signature of Student (REQUIRED)**

---

**PLEASE ALLOW 3-5 BUSINESS DAYS FOR PROCESSING**

Please select an option for the letter:

☐To be picked-up: ☐To be mailed to address as indicated above: ☐To be faxed: __________

Fax Number/Recipient Name

---

<table>
<thead>
<tr>
<th>For Office Use</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ ACCOUNT CLEARED NO_____ YES_____ DATE__________</td>
<td></td>
</tr>
<tr>
<td>☐ IF DENIED, NOTIFICATION SENT NO_____ YES_____ DATE__________</td>
<td></td>
</tr>
<tr>
<td>☐ PICKED UP _____ MAILED OUT _____ DATE__________</td>
<td></td>
</tr>
</tbody>
</table>

---

Office of the Registrar 04/12