



Complete all information, sign your request, and return this form to the Students First Center. Incomplete forms and forms submitted without payment will not be processed. Enrollment cannot be verified until the appropriate term has begun. **FREE verifications** may be obtained using my.ucmerced.edu, MyStudentRecord, and then 'Access National Student Clearinghouse.'

**Personal Information**

UCM ID Number \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ M.I. \_\_\_\_\_

E-mail \_\_\_\_\_ Phone Number \_\_\_\_\_

Term Requested (one term per request):  Fall  Spring  Summer Year \_\_\_\_\_

**Instructions:** Select the type of verification letter you need by marking the box. If you have an attachment, select the letter that meets the verification conditions of the form and submit the attachment with this form. The letter will be sent attached to your form. If your request requires additional information not provided in the standard letters below, select OTHER.

**Every letter includes the Registrar's signature, the University Seal, and office contact information.**

<p><b>General Verification (Current Term)</b></p> <ul style="list-style-type: none"> <li>- Expected Graduation Date</li> <li>- Curriculum (Major, Minor, Conc.)</li> <li>- Credit Hours</li> <li>- Schedule of Classes</li> <li>- Term Dates</li> </ul> <input type="radio"/>	<p><b>General Verification (Past Term)</b></p> <ul style="list-style-type: none"> <li>- Expected Graduation Date</li> <li>- Curriculum (Major, Minor, Conc.)</li> <li>- Credit Hours</li> <li>- Academic Standing</li> <li>- Term Dates</li> </ul> <p>Note: do not request this letter for the current term.</p> <input type="radio"/>	<p><b>Good Student Discount</b></p> <ul style="list-style-type: none"> <li>- Credit Hours</li> <li>- Term GPA</li> <li>- Academic Standing</li> <li>- Term Dates</li> </ul> <p>Note: Do not request this letter for the current term.</p> <input type="radio"/>
<p><b>Graduation</b></p> <ul style="list-style-type: none"> <li>- Curriculum (Major, Minor, Conc.)</li> <li>- Pending Degree</li> <li>- Awarded Degree</li> </ul> <p>Note: Do not request this letter unless you have a Graduation Application on file with the Office of the Registrar</p> <input type="radio"/>	<p><b>Attendance History</b></p> <ul style="list-style-type: none"> <li>- Last Term Attended</li> <li>- Enrollment History</li> </ul> <p>Note: Enrollment History includes start and end dates of all terms attended and full-time or part-time status.</p> <input type="radio"/>	<p><b>Basic Verification (Loan Deferment)</b></p> <ul style="list-style-type: none"> <li>- Expected Graduation Date</li> <li>- Credit Hours</li> <li>- Term Dates</li> </ul> <p>Note: Qualifies for most loan deferment requests. Free with attached form.</p> <input type="radio"/>
<p><b>Registration (Future Term)</b></p> <ul style="list-style-type: none"> <li>- Class</li> <li>- Expected Graduation Date</li> <li>- Curriculum (Major, Minor, Conc.)</li> <li>- Credit Hours</li> <li>- Schedule of Classes</li> <li>- Term Dates</li> </ul> <p>Note: You must be registered for courses for the term.</p> <input type="radio"/>	<p><b>Scholarship</b></p> <ul style="list-style-type: none"> <li>- Class</li> <li>- Expected Graduation Date</li> <li>- Student ID Number</li> <li>- Cumulative GPA</li> <li>- Curriculum (Major, Minor, Conc.)</li> <li>- Credit Hours</li> <li>- Term Dates</li> </ul> <input type="radio"/>	<p><b>Other- Complete Attached Form</b></p> <p>You must allow 5 days for completion of this form. If one of our standard letters has all of the information requested on your form, that letter will be generated and attached to your form.</p> <input type="radio"/>

Processing Time (choose one):  Regular (\$10 per copy/ 7-10 business days)  Rush (\$15 per copy/ 2 business days)  Scholarship/Loan (free/ 7-10 business days)

Payment Method (choose one):  Cash (receipt attached)  Check (made out to UC Regents)  Online Confirmation # \_\_\_\_\_

Delivery Method (choose one)  Mail (address below)  Pick Up (make sure to bring picture ID when picking up a completed verification. Verifications not picked up within three months will be destroyed)

Attention To: \_\_\_\_\_ (30 character maximum per line)

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Country \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_