



UNIVERSITY OF CALIFORNIA, MERCED
Office of the Registrar

Verification

5200 N. Lake Rd., Merced, CA 95343 / Phone: (209) 228-7178 / Fax: (209) 228-4694 / registrar.ucmerced.edu

Complete all information, sign your request, and return this form to the Students First Center. Incomplete forms will not be processed. Enrollment cannot be verified until the appropriate term has begun. **FREE, ON-DEMAND**, verifications may be obtained using my.ucmerced.edu, MyStudentRecord, and then 'Access National Student Clearinghouse.' Your student account will be billed the appropriate amount based on the Processing Time chosen below.

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 your request requires information not provided in the standard letters below, select OTHER and include your attached form with this request. Use the 'Verification of Financial Aid' request form if your attachment requires cost of attendance or financial aid details. **Every letter includes the Registrar's signature, the University Seal, and office contact information.**

Verification (Current Term) <input type="radio"/> - Expected Graduation Date - Curriculum (Major, Minor, Conc.) - Credit Hours - Schedule of Classes - Term Dates	Verification (Current Term) <input type="radio"/> - Class - Expected Graduation Date - Student ID Number - Cumulative GPA - Curriculum (Major, Minor, Conc.) - Credit Hours - Term Dates Note: Suitable for many scholarship verifications.	Verification (Past Term) <input type="radio"/> - Expected Graduation Date - Curriculum (Major, Minor, Conc.) - Credit Hours - Academic Standing - Term Dates Note: do not request this letter for the current term.
Graduation <input type="radio"/> - Curriculum (Major, Minor, Conc.) - Pending Degree - Awarded Degree Note: Do not request this letter unless you have a Graduation Application on file with the Office of the Registrar	Good Student Discount <input type="radio"/> - Credit Hours - Term GPA - Academic Standing - Term Dates Note: Do not request this letter for the current term.	Basic Verification (Loan Deferment) <input type="radio"/> - Expected Graduation Date - Credit Hours - Term Dates Note: Qualifies for most loan deferment requests.
Registration (Future Term) <input type="radio"/> - Class - Expected Graduation Date - Curriculum (Major, Minor, Conc.) - Credit Hours - Schedule of Classes - Term Dates Note: You must be registered for courses for the term.	Attendance History <input type="radio"/> - Last Term Attended - Enrollment History Note: Enrollment History includes start and end dates of all terms attended and full-time or part-time status.	Other <input type="radio"/> - My form does not ask for cost of attendance or financial aid details (Use alternate request form). - My form is attached - Rush processing may not be selected. Note: You will be contacted if your request, or a portion of your request, cannot be completed.

Processing Time (choose one): ☐ Regular (\$10 per copy/ 5-7 business days) ☐ Rush (\$15 per copy/ 2 business days) ☐ Scholarship/Loan (free/ 5-7 business days)

Your student account will be billed the appropriate amount based on the processing time selected.

Delivery Method (choose one) ☐ Pick Up (Bring picture ID when picking up a completed verification. You will not be notified when the verification is ready, please stop by to pick-up after the processing time. Verifications not picked up within 3 months will be destroyed.)

☐ Fax: _____ ☐ E-mail: _____

☐ Mail: Attention To: _____ (30 character maximum per line)

Address: _____

City _____ State _____ Zip _____

Country _____

Student Signature _____ Date _____