Office of the Registrar
Certification Services
4400 University Drive, MS 3D1
Fairfax, Virginia 22030-4444
Tel: (703) 993-2448 Fax: (703) 993-2467
Web: registrar.gmu.edu E-mail: verify@gmu.edu

# ENROLLMENT VERIFICATION REQUEST FORM

**Enrollment verifications for the current and preceding semesters are available immediately on Patriot Web.**

*Verification requests submitted using this form are normally completed within **4-5 business days**. Any Verification not picked up within TWO WEEKS will be destroyed and a new verification form must be submitted (the 4-5 day waiting period also applies).*

**Please note that this form will not be processed if there are any financial holds on your student record. A new form must be submitted after all holds are removed.**

Student Name: _____
Last Name First Name Middle Initial

ID Number: _____ Date of Birth: _____ (mm/dd/yyyy)

E-mail: _____ Telephone: _____

Anticipated Graduation Date: ☐ January ☐ May ☐ August _____ (Year)

Type of verification: ☐ Enrollment ☐ Expected Graduation Date ☐ Good Standing ☐ Pending Degree

☐ Other _____

Term of enrollment to be verified: ☐ Fall _____ (Year) ☐ Spring _____ (Year) ☐ Summer _____ (Year)

☐ Other: _____

Number of Copies (maximum of 2 copies): ☐ 1 ☐ 2

Signature: _____ Date: _____

**Forwarding Instructions (select one):** **For current students verifications shall ONLY be sent to the student's permanent or mailing address as shown on the student's record.**

☐ Hold for **pick up** ☐ Mail (Please print address clearly or attach addressed envelope)

_____
Name

_____
Street

_____
City State Zip Code

**Students must include a legible copy of their current photo ID for requests not submitted in person.**

**Any person providing false or misleading information on this document shall be reported to the Dean of Students and the Office of Judicial Affairs. Misuse of an academic record is a violation of Commonwealth and Federal Statutes.**