

Enrollment Verification Request

 Office of the Registrar
 PO Box 751
 Portland, OR 97207
 P: 503.725.3220
 F: 503.725.5525
 registrar@pdx.edu

If a third party needs information that is not provided by the National Student Clearinghouse and is not available on the official transcript a student can request a Special Enrollment Verification letter on PSU letterhead or have a 3rd party request completed. Please allow up to 4 business days to process your request. Requests that require additional information from other departments at PSU may take additional time.

<https://www.pdx.edu/registration/enrollment-status/>

Sponsored students can request an enrollment verification from ISSS among other documents often requested by a sponsor. If you are a sponsored student you will want to contact ISSS concerning your request at (503) 725-4094 or krista.kennedy@pdx.edu.

Required items are denoted by an asterisk (*)

***Student Name:** _____

***Student ID:** _____

Email: _____

Phone: _____

Enrollment verification letters include all current and previous enrollment information at Portland State University.

***Delivery Method (select all that apply):**

<input type="checkbox"/> Pick-up Name: _____ <ul style="list-style-type: none"> If you wish to have another individual pick up your letter for you, you must write their name above. You will receive an email when your verification is ready. Please bring a photo ID at the time of pick-up. 	<input type="checkbox"/> Mail Name/Company: _____ Address: _____ _____ _____
<input type="checkbox"/> Email (Your verification will be a PDF attachment) Email address: _____ Attn: _____	<input type="checkbox"/> Fax Fax Number: _____ Attn: _____

If you require specific information to be detailed in your verification letter or on a 3rd party verification form, please select and answer all that apply or explain below:

- All information on the attached 3rd party verification request form to be completed by the registrar's office.
- General student information (includes level, class, majors and minors)
- GPA summary (last quarter attended, institutional credits earned and institutional GPA)
- Anticipated graduation date: _____
- Current course details (includes courses, CRNs, course titles and credits)
- Anticipated future enrollment status (only includes enrollment status and credits)
- Anticipated future enrollment status and course details (includes courses, CRNs, course titles and credits)
- I have not attended PSU and/or have no records with which to generate a transcript.
- Co-enrollment verification (please provide copy of registration from co-admission partner)
- Other (please explain):

I give permission to Portland State University to release the requested information as outlined above and understand the verification may contain non-directory information from my student record.

***Student Signature:** _____

***Date:** _____

Requests cannot be processed without a student signature. Digital signatures are not accepted.