

Enrollment Verification Request



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 3-5 business days to process your request. Requests that require additional information from other departments at PSU may take additional time.

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 intl-services@pdx.edu.

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

Required items are denoted by an asterisk (*)

***Student Name:** _____ ***Student ID:** _____

Email: _____ **Term (current term only):** _____

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

☐ Pick-up Name: _____ • 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.	☐ Mail Name/Company: _____ Address: _____ _____ _____
☐ Email (Your verification will be a PDF attachment) Email address: _____ Attn: _____	☐ Fax Fax Number: _____ Attn: _____

Enrollment verification letters include all current and previous enrollment information at Portland State University. If you require other 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: _____
- ☐ Degree verification (can only be completed after degree has officially been conferred)
- ☐ 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)
- ☐ 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.