Enrollment Verification Process
The Office of the Registrar sends enrollment information to the National Student Clearinghouse (NSCH) to streamline the verification process. Please refer third parties to www.studentclearinghouse.org for their verification needs. Third parties often prefer this method for loan deferments, health insurance verification, student discounts etc. Our institution reports enrollment information throughout the term and will update the NSCH according to any changes made to your schedule.

Information provided:
- Student name & date of birth
- Term dates & enrollment status
- Anticipated graduation date
- Date enrollment started
- Date PSU certified your enrollment

Schedule of transmissions:
- Wednesday two weeks before 1st week of term
- Monday of 2nd week of term
- Monday of 3rd week of term
- Monday of 7th week of term
- End of term

How to Print an Official Enrollment Certificate
If you are contacted by a third party to verify enrollment you may follow the instructions below to print an enrollment certificate via your student account. These can be distributed to requestors to verify enrollment, and to notify third parties that in the future they can obtain information on their own through NSCH.

1.) Log on to the PSU Information System
   (https://banweb.pdx.edu).

2.) Select the Student Services and Financial Aid link from the home page.

3.) Select the Enrollment Verification link from the Student Service menu.

4.) Click on the National Clearing House link to be redirected their website.

5.) Click on the button that corresponds with the type of enrollment certificate that you need (current term or all) and click on Obtain an Enrollment Certificate.

6.) The enrollment certificate will display and can be saved or printed as needed.

Important: If you are an international student or did not provide your social security number for use by Portland State University the NSCH may not be able to verify your enrollment information due to commonality of student names. Go to the next page to learn how to check if third parties have verified your enrollment.
What else can I verify through the NSCH?

By following instructions 1-4 on the previous page you will be guided to the following menu. From this menu you can check an array of information about your enrollment history, including the history of third parties who have accessed your information. Select “View student loan deferment notifications” to view information sent through NSCH to your lenders and guarantors.

What if a third party will not accept my enrollment certificate?

In some cases non-directory information is required to meet the verification needs. To request official enrollment verifications on Portland State University letterhead you can print and submit a Special Enrollment Verification Request Form. This form can be found online at http://www.pdx.edu/registration/a-z-index#/?section=e and submitted to the Registrar’s Office. Please note that PSU cannot verify enrollment for a term until it has started. Please allow 3-4 days for processing.