

Endicott College

Office of the Registrar
376 Hale St.
Beverly, MA 01915

Phone: 978-232-2065 **Fax:** 978-232-2255 **Email:** registrar@endicott.edu

Enrollment Verification Request Form

This form is typically used for the following purposes; insurance, scholarship, ski passes, international students who require official enrollment verification letters for visa-related or other official government purposes.

Students in need of certification of enrollment for the purpose of loan deferments do not need to submit a request. The office utilizes the services of the National Student Clearinghouse for these purposes and submits monthly student enrollment updates to them.

Name: _____ Student ID: _____

City: _____ State: _____ Zip Code: _____

Please select semester(s) needed to be verified:

The Office of the Registrar can only verify enrollment for a semester in which the student is or was registered.

Fall: _____ Spring: _____ Winter: _____ Summer: _____
Year(s) Year(s) Year(s) Year(s)

Please indicate what the letter should include:

- Enrollment Status: _____
- Student's date of birth: _____
- Anticipated graduation date: _____
- Other (please be specific):

For Ski Pass ONLY:

- Include Student Id

Letter Destination:

Name/Company: _____

Street: _____

City, State, Zip Code: _____

Fax number: _____

Attn: _____

Student's Signature

Date