

### Student Account Verification

This form should be used to request specific detail on your Student Account, such as invoice or payment transactions. If the requested information is available on Student Information Online (SIO), the Student Accounts Office may request that information be obtained from the SIO website. Please allow 3-5 days for processing. Completed documents will be emailed to the Andrew email address and alternative email address listed below. For more information, visit [www.cmu.edu/hub/billing](http://www.cmu.edu/hub/billing). **Before completing this form, you must first save it locally. Submission instructions are at the bottom of this form.**

#### STUDENT INFORMATION

Name: \_\_\_\_\_

Andrew ID (*if known*): \_\_\_\_\_

Personal Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Current Address: \_\_\_\_\_

*Street Address 1*

\_\_\_\_\_  
*Street Address 2*

\_\_\_\_\_  
*City, State, Zip, Country*

#### ADDITIONAL INFORMATION

Date of Request: \_\_\_\_\_

College Attended at CMU: \_\_\_\_\_

#### INSTRUCTIONS

Semester(s) to be included:  Fall  Spring  Summer All  Summer 1  Summer 2 Year: \_\_\_\_\_

Information to include on verification document (*check all that apply*):

- |   |   |                                 |
|---|---|---------------------------------|
| <input type="checkbox"/> Dining Fees    | <input type="checkbox"/> Payments & Other Credits       | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Housing Fees   | <input type="checkbox"/> Posted Scholarships/Grants/Aid |                                 |
| <input type="checkbox"/> Insurance      | <input type="checkbox"/> Refunds                        |                                 |
| <input type="checkbox"/> Mandatory Fees | <input type="checkbox"/> Tuition                        |                                 |

Specifications/Instructions:

After you save this form locally and then complete it, click the SUBMIT button above to send directly to [student-accounts@andrew.cmu.edu](mailto:student-accounts@andrew.cmu.edu). You may also submit the form directly to The HUB, located in the lower level of Warner Hall, or fax it to 412-268-6651.