

Complete this form to request verification of enrollment or degree(s) awarded. The letter does not contain grades or course descriptions. Please give a minimum of 2-3 days for processing. If you have an outstanding financial or community obligation to the University, the verification request will not be processed.

Verification Request

STUDENT INFORMATION

Student Andrew ID: _____ or Student ID Card #: _____

Student Name: _____
Last/Family First and/or Preferred MI

Maiden/Former Name (if applicable): _____

Daytime Phone #: _____ E-mail Address: _____

Date of Birth: ____/____/____ Were you enrolled at Carnegie Mellon before 1990? Yes No

Estimated Dates of Attendance (ie: August 2008 - August 2011): _____

VERIFICATION INFORMATION

Check the item(s) below to be verified:

- Enrollment History (includes enrollment status, full-time/part-time status, semester dates, college, department, major, and class level)
- Registered status for upcoming semester (if applicable)
- Awarded Degree(s):
 - Include additional awarded majors and minors
- QPA Data (for last semester attended)
 - Include cumulative QPA

INSTRUCTIONS

Check the appropriate box. Note: At this time, we do not e-mail verifications.

Fax to: _____
(Important: Verifications containing QPA cannot be faxed.)

Attention: _____ Reference/Policy # (if necessary): _____

Mail to the following address: _____
(Allow 3-5 days delivery time for U.S. Mail.)

Name of Person and/or Institution

Street Address/P.O. Box

City

State

Zip Code

Country

SIGNATURE

Student Signature: _____ Date: _____

OFFICE USE ONLY

Initials: _____

Date: _____