

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: \_\_\_\_\_

Student Name: \_\_\_\_\_  
*Last/Family, First and/or Preferred, MI*

Maiden/Former Name (if applicable): \_\_\_\_\_

Daytime Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ *mm/dd/yyyy*      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 (undergraduates only)
- QPA Data (for last semester attended)
  - Include cumulative QPA

#### INSTRUCTIONS

Check the appropriate box.

Fax to: \_\_\_\_\_  Pick up at The HUB  
(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, Country*

#### SIGNATURE

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

OFFICE USE ONLY

Initials: \_\_\_\_\_ Date: \_\_\_\_\_