Office of the Registrar
Certification Services
4400 University Drive, MS 3D1
Fairfax, Virginia 22030-4444
Tel: (703) 993-2448 Fax: (703) 993-2467
Web: registrar.gmu.edu E-mail: verify@gmu.edu

ENROLLMENT VERIFICATION REQUEST FORM

Enrollment verifications for the current and preceding semesters are available immediately on Patriot Web.

*Verification requests submitted using this form are normally completed within **4-5 business days**. Any Verification not picked up within TWO WEEKS will be destroyed and a new verification form must be submitted (the 4-5 day waiting period also applies).*

Please note that this form will not be processed if there are any financial holds on your student record. A new form must be submitted after all holds are removed.

Student Name: _____
Last Name First Name Middle Initial

ID Number: _____ Date of Birth: _____
(mm/dd/yyyy)

E-mail: _____ Telephone: _____

Anticipated Graduation Date: ☐ January ☐ May ☐ August _____
(Year)

Type of verification: ☐ Enrollment ☐ Expected Graduation Date

☐ Other _____

Term of enrollment to be verified: ☐ Fall _____ (Year) ☐ Spring _____ (Year) ☐ Summer _____ (Year)

☐ Other: _____

Signature: _____ Date: _____

Forwarding Instructions (select one): **For current students verifications shall ONLY be sent to the student's permanent or mailing address as shown on the student's record.**

☐ Hold for **pick up** ☐ Mail (Please print address clearly or attach addressed envelope)

_____
Name

_____
Street

_____
City State Zip Code

Students must include a legible copy of their current photo ID for requests not submitted in person.

Any person providing false or misleading information on this document shall be reported to the Dean of Students and the Office of Judicial Affairs. Misuse of an academic record is a violation of Commonwealth and Federal Statutes. 20080730