ENROLLMENT VERIFICATION REQUEST

Students may use this form to request an official enrollment verification to be issued on your behalf. The letter will automatically specify your degree program and major, whether you are part-time or full-time, credit hours enrolled for the semester indicated and student standing (good standing, warning or probation). Other information you wish to include in the letter may be specified below, provided that the information is factually accurate and verifiable in the educational records maintained by the College.

Instructions:
1. Complete and submit this form. You only need to complete one form per term for each verification recipient.
2. Verification requests may take up to five business days to process (longer during holidays and registration periods).
3. Requests will be processed only AFTER the first day of the semester. NO EXCEPTIONS.
4. A copy of the letter will be placed in your student file in the Registrar’s Office.

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<th>Last Name</th>
<th>First Name</th>
<th>MI</th>
<th>Washington College ID#</th>
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<tr>
<th>Degree Program / Major</th>
<th>Start Term</th>
<th>Current Class Year</th>
<th>Date of Birth (mm/dd/yy)</th>
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<tr>
<th>Email Address</th>
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<th>Campus Box #</th>
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Please send my completed enrollment verification letter to (check all that apply):

- [ ] The campus box listed above
- [ ] My legal/permanent home address
- [ ] I will pick up in the Registrar’s Office
- [ ] The address to the right:

Address __________________________

City __________________________

State __________ Zip __________

Verify Enrollment for: Term (e.g. Fall, Spring) __________________________ Academic Year (e.g. 2012-13) __________________________

Check any additional items that must be included in the verification letter:

- [ ] Anticipated completion date, which is: __________________________
- [ ] Other: __________________________

Student Signature __________________________ Date __________________________

FOR OFFICE USE ONLY

Date received: __________________________ Hold for processing on: __________________________ Completed: __________________________