WASHINGTON COLLEGE | OFFICE OF THE REGISTRAR
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Enrollment & Degree Verification Letters

GENERAL INFORMATION

Enrollment Verification Letters

- For current students or past students who did not graduate
- Free to request (contact the Registrar's office)
- Issued on college letterhead and signed by a member of the Registrar's Office
- Can be issued directly to student or emailed/sent directly to another party with student's explicit written permission in accordance with FERPA laws
- Basic letters contain:
  - start date
  - current course load / part-time or full-time status
  - active major/minor programs and anticipated graduation date
- Other information may be included upon request.

Degree Verification Letters

- For alumni only
- Free to request (contact the Registrar's office)
- Issued on college letterhead and signed by a member of the Registrar's Office
- Can be issued directly to alum or email/sent directly to another party with alum's explicit written permission in accordance with FERPA laws
- Basic letters contain:

  - start date
  - graduation date
  - completed majors/minors/specializations
  - honors/awards

-Other information may be included upon request

Enrollment & Degree Verifications through the National Student Clearinghouse (NSC)

- Typically placed on alum's behalf by a potential employer or school administrator
- Fees may vary
- Requests can be made through the NSC Verification Services