



# SOUTHWESTERN UNIVERSITY

## VERIFICATION OF ENROLLMENT

The Office of the Registrar provides official enrollment verification for students. Insurance companies, scholarship providers, and potential employers are the most common destinations of enrollment verifications.

**The following information will be provided without the signed, written request of the student:**

- Semester enrollment verification (currently enrolled).
- Status of attendance, Full-time or Part-time. Not specific number of hours.
- Verification of dates of attendance.

**The following information requires the student's signed permission before any verification will be released by Southwestern University.**

- Verification of Social Security Number (SSN) (*this includes any paperwork or forms that includes the student's SSN*). We will *not* verify any documentation that includes the student's SSN without his/her signature.
- Verification of GPA or academic standing information.
- Exact number of credit hours enrolled.
- Student's class schedule.
- Verification of student's address and phone number.

**Requests for Verification of Enrollment should include:**

- Student's Name
- Birth date
- Requesting person's telephone number in the event there are questions regarding the verification.
- Address or Fax information as to where the verification should be sent.
- Specific information to be included in verification.
  - Semester(s) enrollment (for example-Spring 2008)
  - Semester(s) or periods of attendance to be verified.

**For student authorized verification all of the above should be included in the request in addition to the following:**

- Student's signature
- Statement specifically requesting release of GPA
- Statement specifically requesting release of Printed Class Schedule
- Statement specifically requesting release of Number of Credit Hours currently taking.

**Requests for Verification of Enrollment may be mailed, emailed, or faxed using the contact information below.**

**Center for Academic Success and Registrar • PO Box 770 • Georgetown, TX 78627  
Phone: 512-863-1952 • Fax: 512-863-1685 • registrar@southwestern.edu**