Enrollment Verification Request
Admissions and Records

You can request a verification of your SSU enrollment from Admissions and Records by completing this verification of enrollment form. Please fill out both the "MAIL ENROLLMENT VERIFICAITON TO" AND "STUDENT ADDRESS" boxes.

Please type or print with ballpoint pen

Contact: transcripts@sonoma.edu

STUDENT'S LAST NAME (PRINT)*	FIRST NAME*	MIDDLE INITIAL	MAIDEN/FORMER NAME(S)

SSU ID (or SSN)*	DAYTIME PHONE* ( )	E-MAIL ADDRESS*

SEMESTER TO BE VERIFIED*

- ☐ FALL
- ☐ WINTER
- ☐ SPRING
- ☐ SUMMER
- ☐ ALL TERMS

Academic Year _____

HANDLING INSTRUCTIONS (check one only)

- ☐ Mail to the address indicated below
- ☐ Hold for pick up (see below)
- ☐ Fax to ( ) _____

STUDENT SIGNATURE* (NO DIGITAL SIGNATURE)   DATE

MAIL ENROLLMENT VERIFICATION TO*:	STUDENT ADDRESS*:
_____	_____
_____	_____
_____	_____
_____	_____

Verification Service Policy:
1.   There is no charge for an enrollment verification
2.   Verification will generally be processed and mailed or available for pick up within 48 hours of receipt. However, at the start of each semester (or summer session) there will be some delay due to the high volume of requests.
3.   Enrollment Verifications include your Social Security Number. If you are requesting your Verification be faxed to an organization that identifies you by your SSN (i.e. loan/lender provider, insurance company, etc.), We cannot fax your Verification. It will need to be mailed via USPS.
4.   Complete this form and bring it to Admissions and Records in Salazar, mail, email OR fax the form

    to: Sonoma State University
    ATT: Admissions & Records
    1801 E. Cotati Ave.
    Rohnert Park, CA 94928-3609
    transcripts@sonoma.edu
    (707) 664-2060

(For Office Use Only)	
Processed by	Date:

*Required   Rev. 6/15