



Enrollment Verification Request

Students or their parents may submit this request for either a hard-copy or e-verification of enrollment status at a cost of \$10 (standard processing) or \$20 (rushed processing), payable at www.verificationpayment.com.

Full Legal Name: _____ PHC ID: _____

Name while enrolled (if different): _____ Student Status: Current Former

Contact Email: _____ Contact Phone: _____

Unless otherwise specified, the enrollment verification will include the student's name, a history of enrollment by term (regularly the three most recent, including summer), credit hours enrolled, class level, and full/part-time status.

1. If this form is being submitted prior to the close of this term's Drop/Add Period, please choose one of the following:

Hold until the end of the Drop/Add period to process an **official** Enrollment Verification.

Process now, providing only an **unofficial** verification of registration for the term.

2. Please provide additional instructions, if any (i.e. need expected graduation date on verification, etc.):

3. Please **select only ONE*** option below:

Hard-Copy for mailing (USPS) or pick-up:

Provide name and mailing address (only one): _____

E-Verification:

Provide email address (only one): _____

*If more than one Enrollment Verification is required, please submit an additional Request for Enrollment Verification and payment.

Requested by (please print): _____

Requestor's Signature: _____ Date: _____

Ink or electronic (through use of touch-screen) signature required

\$10 Standard Processing: Verification processed within 5 business days of receipt of both the request form AND payment.
\$20 Rushed Processing: Verification processed within 1-2 business days of receipt of both the request form AND payment.