



ENROLLMENT VERIFICATION REQUEST

PLEASE NOTE: VERIFICATION OF ENROLLMENT WILL BE FOR COURSES/UNITS TAKEN AT OHLONE COLLEGE ONLY.

- **No on-demand verification requests.**
- Allow 3-5 workdays processing time during semester.
- Allow 10-15 days processing time during all registration periods.
- **All verifications not picked up** within one month of request will be shredded.
- First and second verifications are free.
- Subsequent requests are \$4.00 each.
- **Request will not be processed** if you owe a balance to the College.

Please Print

Student's Name _____
Last First MI

Student ID#/SSN: _____ Phone # _____ Email: _____

Please check the information you want verified and/or give special instructions in the space provided below.

1. _____ Verification of enrollment, unit load, and dates of attendance at Ohlone College.
2. _____ Complete the attached inquiry form at **NO charge**. **Be sure to complete the student's part only**. Since there is no charge, you can fax both this request form and the attached inquiry form to 510-659-7321.
3. _____ Special instructions or other (specify): _____

I request that the above verification(s) be completed by Ohlone College on my behalf.

Student's Signature _____ Date _____

Please provide the mailing address where this verification is to be sent.

Name/Company: _____ Or _____

Street Address: _____

City, State, Zip: _____

Attention: _____

Pickup date is:

Possession of a Picture I.D. is required.

Office Use Only:

Received by: _____ Amount due: \$4.00 OR No charge [] First Request [] Second Request

Fee sent to cashier by: _____ Date: _____ Processed by: _____ Date: _____

update: 3/8/12