



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 thrown away.
- 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 I.D. No. or Social Security No. _____

Telephone No. _____

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. **(No charge) Be sure to complete student's part only.**
3. _____ Special instructions or other (specify): _____

I request that the above verification(s) be completed by Ohlone College on my behalf. Please mail this verification to the following address:

Name _____ **OR** Pick Up _____
(I.D. Required)

Street Address _____

City, State, Zip _____

Student's Signature _____ **Date** _____

Office Use Only:

Amount due: _____ \$4.00 _____ No charge. [] First [] Second

Received by: _____ Pick Up On: _____