



OFFICE OF THE REGISTRAR
REQUEST FOR VERIFICATION LETTER

Please note: Enrollment Verifications will include major, credit hours, semester dates, and expected graduation date. If you require a transcript to be attached, please submit a separate transcript request form. If GPA is requested, the verification letter cannot be emailed due to FERPA regulations. Please allow 24 - 48 hours for processing.

Verifications cannot be completed for future semesters until you are registered for that semester.

Student Name: _____ CWID # _____

Phone Number: (_____) _____ Number of copies needed: _____

Signature: _____ Date: _____

Type of Request: (Please choose Enrollment Verification or Degree Verification)

Enrollment Verification (Please select ONE)	OR	Degree Verification (Please select ONE)
Current Semester		Graduation Date:
Current Academic Year		Expected Graduation Date:
Other (Explain below)		Include GPA? Yes No

Special Instructions: _____

Delivery Method: (Please choose one of the three methods below)

Mail	OR	Student Pickup
Name: _____ Street Address: _____ City: _____ State, Zip: _____	OR	Phone Number: (_____) _____
		Email
		Email Address _____ _____

Please submit the completed form via email to registrar@marist.edu. Or mail in completed form to:
Registrar's Office
Marist University

3399 North Road Poughkeepsie, NY 12601