



Office of Academic Records
29 Cougar Court
Taft, CA 93268
Phone 661.763.7756

<u>PLEASE PRINT</u>
Student Name (Last, First)
Student ID or Last Four of Social Security Number

STUDENT VERIFICATION REQUEST

First two (2) lifetime requests are free, thereafter; fees apply.
\$4.00 fee per request - Allow two (2) business days for processing.
\$8.00 additional fee for Rush Request (same day processing).

We do not process telephone, facsimile or email requests due to student confidentiality.
Student must be present and picture I.D. is required to order and/or pick up transcript in person.

Student's Address: _____
Street City State/Zip

Phone number: _____ Birthdate: _____

SEMESTER(S) to be VERIFIED if applicable:

SPRING _____ SUMMER _____ FALL _____
Year Year Year

TYPE OF REQUEST:

- Federal Loan Deferment (no charge)
- Enrollment Letter and Schedule(s)
Number of copies _____
- Good Student Discount
(12+ units completed with 3.0 min GPA)
- Verification of Records or Degree
- Non Enrollment Verification
- Other _____

ENROLLMENT STATUS:

- Full-time (12+ Units)
- Part-time (6-11.5 Units)
- Less than Half time (0.5-5.5 Units)
- Non Enrollment
- N/A

METHODS OF DELIVERY (Please select one):

- I will pick-up (mailed to the address above if not picked up in 7 days).
- Fax the information: _____
Fax Number
- Please mail the information to: _____
Name
_____ Street City State/Zip

Student's Signature: _____ Date: _____

Office use only

Date received: _____ Total fees due: _____ Date processed: _____ Processed by: _____