



# Enrollment Verification Request

## Registrar's Office

University of Southern Indiana  
8600 University Blvd Evansville, IN 47712  
Phone 812-465-1157 Fax 812-464-1911  
Email [registrar@usi.edu](mailto:registrar@usi.edu) [www.usi.edu/registrar](http://www.usi.edu/registrar)

Student's name: (print) \_\_\_\_\_ Student ID# 000-\_\_\_\_-\_\_\_\_\_  
Last First Middle

Student's phone: \_\_\_\_\_ Email: \_\_\_\_\_

USI participates in the National Student Clearinghouse ([www.studentclearinghouse.org](http://www.studentclearinghouse.org)), providing enrollment data that is accessible by various loan companies for the purpose of student loan deferments. If an enrollment verification is needed for another purpose, the student can initiate the release of their information by printing an enrollment verification certificate from myUSI and providing it to the desired recipient(s). Visit [www.usi.edu/registrar/academic-records/enrollment-verification](http://www.usi.edu/registrar/academic-records/enrollment-verification) for more information.

If an enrollment verification *plus proof of good academic standing* is needed (for example, in order to receive a good student discount on auto insurance), if verification of enrollment is needed prior to the start of a term, or if verification of a pending degree is needed, the student can use this form to request an enrollment verification.

**1) For verification that is not available by printing the National Student Clearinghouse enrollment verification certificate, select ( X ) one type of verification requested:**

- AUTO** insurance - Academic standing and GPA for current term (ex: good student discount)
- ADVANCED REGISTRATION** - Verification of early registration prior to the start of a term
- PENDING DEGREE** - Verification of formal application on file, pending degree info and expected grad date
- OTHER** verification letter - If the Clearinghouse certificate (myUSI), auto, advanced registration, and pending degree verifications do not meet your needs, a special verification letter may be prepared. Please indicate the **specific** information the verification letter should contain (only information requested here can be included in the verification letter): \_\_\_\_\_

**2) Select ( X ) one delivery option** (due to the confidential nature of academic records, the University will not send an enrollment verification via fax or email):

- I will pick up the enrollment verification the next business day (with photo ID)
- I designate someone other than myself to pick up the enrollment verification the next business day. Name of designee (must show their photo ID) \_\_\_\_\_
- Please mail the enrollment verification to the following name and address:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I authorize the University of Southern Indiana to release the above requested information as indicated.**

\_\_\_\_\_  
Student's handwritten/legal signature  
(a digital signature will not be accepted)

\_\_\_\_\_  
Date