



ENROLLMENT VERIFICATION

Name \_\_\_\_\_ CSU ID# 909\_\_\_\_\_

Enrollment Verifications for current and past enrollment are processed through the National Student Clearinghouse Student Self-Service Site. To access this information, please follow the listed directions:

- 1. Login to MyCSU
2. Select "Students" tab
3. Select "Student Records" tab
4. Select "Enrollment Verification"
5. Select "Obtain Report" (repeat)
6. Select Enrollment Certificate

Manual Enrollment Verifications will be issued ONLY for the following circumstances. (Please check one)

- GPA verification required for insurance or scholarship purposes (form must be attached)
Military Dependent ID cards and/or Tri-Care Benefits
Verification of pre-registration

Delivery: (Please check one)

- I will pick-up
I authorize \_\_\_\_\_ to pick-up \*Must present ID\*
Email to \_\_\_\_\_
Fax to \_\_\_\_\_
Mail to \_\_\_\_\_

I authorize Columbus State University to release a copy of my enrollment record as requested above.

Signature \_\_\_\_\_ Date \_\_\_\_\_