

Enrollment Verification

Enrollment verifications are processed through the National Student Clearinghouse Student Self-Service Site. The enrollment verification certificate provided by the National Student Clearinghouse is the **OFFICIAL enrollment verification for Columbus State University**:

Enrollment is verified for all registered semesters, PAST, CURRENT and FUTURE. Once a student registers for a class, the National Student Clearinghouse will have record of that enrollment on the 15th day of the following month.

To request an enrollment verification, do the following:

- Login to [MyCSU](#)
- Select Students
- Under the Student Records section, select Enrollment Verification
- In MyHub Select "My Records"
- Select an Enrollment Certificate to download

The enrollment status is based on the student's degree level and the number of hours enrolled during a semester:

Enrollment Status	Undergraduate Hours	Graduate Hours
Full-Time	12 Or More	9 Or More
Three Quarter-Time	9 to 11	7 to 8
Half-Time	6 to 8	5 to 6
Less Than Half-Time	5 Or Less	4 Or Less

All enrollment verifications must be requested through the NSC, however, The Office of the Registrar will issue an enrollment verification containing non-clearinghouse data **only** under the following circumstances:

- GPA verification required for insurance purposes (**insurance form MUST be attached**)
- Military Dependent renewing identification and/or Tri-Care benefits

To obtain an enrollment verification for one of the reasons above, please complete the Enrollment Verification Request Form in MyCSU on the Student Records tab.

If you were admitted to Columbus State University, but never enrolled for classes, you may be required to have us submit a Letter of Non-Attendance on your behalf. Letters of non-attendance serve to inform your current college that you do not have an academic record at CSU.

Note: If you withdrew from all CSU classes, you must request an official transcript.

To request a letter of Non-Attendance, please submit the [Letter of Non-Attendance Form](#)