



VERIFICATION REQUEST FORM

Step 1

Last Name _____ First _____ MI _____ Date of Birth: ____ / ____ / ____

Current Address _____

Banner ID#: @ _____ - OR- Social Security No. _____ - _____ - _____

▶▶ DAYTIME Telephone # (REQUIRED): (_____) _____ - _____ ◀◀

Step 2

Currently Enrolled - a confirmation e-mail will be sent directly to your IUP e-mail address.
 If you are not currently enrolled and would like to receive a confirmation e-mail that your request has been processed please provide your e-mail address: _____

Step 3

A **standard verification** includes
 "Directory Information" as follows:

- Dates and status of attendance
- Program(s) of study
- Class (Fr, Soph, Jr, Sr)
- Expected Date of Graduation

Please provide proof of enrollment for:

- Fall _____ (year)
- Spring _____ (year)
- Summer _____ (year)

And do you need: ▶

- GPA and Academic Standing
- Degree Awarded
- Other _____

▶ **Must be registered for classes in order to verify enrollment.** ◀

▶ **Please allow 2 - 4 business days for processing!**

NOTE: If you have a **financial hold**, your **degree information cannot be released** until your account is paid.

Step 4

▶ **CHOOSE ONE OPTION ONLY** ◀

FOR PICKUP -OR- **MAIL TO:** -OR- **FAX TO:**

Name _____ Name _____

Address _____ Fax# (_____) _____ - _____

(cannot fax to international countries)

City _____ State _____ Zip _____



Step 5

Student's Handwritten Signature _____ **Date** _____

(NOTE: Federal law requires that the student sign and date this request.)