



## Request Verification of Your Enrollment Status

Follow these simple steps to print official enrollment verification for:

- ◆ Health Care
- ◆ Loan Deferment
- ◆ Internship Applications

***It's Easy to Do!***

### **Step 1 – Sign into My IUP using your IUP network account.**

- Click the **Academics** link.
- In the **Academic Record** section, click **Enrollment verification**.

### **Step 2 – National Student Clearinghouse Gateway**

- Click on the National Student Clearinghouse link.
- If the semester has **not** started yet, select "Advanced Registration".  
If the semester **has** started, select "Current enrollment" or "All enrollment".
- Select "Obtain an enrollment certificate".
- Print the information you see on the screen by choosing the Print option on the Browser. This is all you'll need.
- When finished, close the certificate window by locating the tab and clicking on the red "X."
- Logoff the National Student Clearinghouse website.
- Click in the "Click Here to Close your Clearinghouse Window".
- Click EXIT (upper right hand corner) to logoff URSA. NOTE – THIS IS VERY IMPORTANT!! Failure to logoff may compromise your URSA record.
- Close the *User Logout* window by locating the tab and clicking on the red "X."
- Submit the enrollment verification to the agency requesting proof of your enrollment.

**CAUTION – YOU MUST LOGOFF OF BOTH CLEARINGHOUSE AND My IUP WHEN YOU HAVE FINISHED!!**

Questions? – stop at the Office of the Registrar – 3<sup>rd</sup> Floor, Clark Hall