



**ENROLLMENT VERIFICATION LETTER REQUEST FORM**

PLEASE PRINT CLEARLY

Today's Date: \_\_\_\_\_

Name: \_\_\_\_\_  
(last) (first) (m.i.)

Student Identification Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Enter **Year** needed verified: Fall 20\_\_ Winter 20\_\_ Spring 20\_\_ Summer 20\_\_

Extension Site: Ft Steilacoom/Puyallup\_\_\_\_ Ft Lewis/McChord\_\_\_\_

Number of credits enrolled for quarter being verified: \_\_\_\_\_

Reason for verification: \_\_\_\_\_

**\*\* Please note:** Pierce College can process requests for present and past quarters. Verifications for present quarters will be processed after the 10th day of instruction (8th day during Summer) for Ft. Steilacoom/Puyallup and the 5th day of instruction for the Ft. Lewis/McChord extensions. Please allow up to 3 business days for processing. The Registrar's office will provide an anticipated graduation date on a verification letter only upon student request.

**\*\* Please provide:** Any additional instructions for information that needs to be provided in the letter. Our standard letter includes verification of the number of credits in which a student is enrolled in a given quarter and whether that constitutes full-time or part-time enrollment. Any further information, i.e. listing of specific courses, inclusion of a social security number, etc., must be specifically requested here:

\_\_\_\_\_  
\_\_\_\_\_

Please provide either a phone number or e-mail address where we may contact you with questions:

Phone Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Will you be picking up the letter? Yes \_\_\_\_ No \_\_\_\_  
If not, please provide an address where the letter can be sent:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student's Signature: \_\_\_\_\_

*By signing this block, I agree to all stipulations regarding enrollment verification processing as indicated on this form.*

\*\*\*\*\* FOR OFFICE USE ONLY \*\*\*\*\*

Credit load check \_\_\_\_\_  
Initials \_\_\_\_\_  
Date \_\_\_\_\_

## ENROLLMENT VERIFICATION PROCEDURES

**Please Note:** Effective Fall 2002, a student must be enrolled in a minimum of 12 credits in a given quarter to be considered a full-time student for **enrollment purposes**. This means that **any student** who wants the Registrar's Office to verify their enrollment at Pierce College as a full-time student, s/he must be in 12 credits (half-time is 6 credits). The definition of "full-time" may vary for outside agencies, such as Financial Aid, INS, VA, etc. It is the student's responsibility for knowing the enrollment status requirements of any sponsoring agencies. .

The following procedure are listed for specific enrollment verifications. Please read the procedures under the type of enrollment verification that applies to your request:

☞ **Scholarship Letters-**

1. Register for classes at your designated time. (*You **must** register for classes before submitting your request.*)
2. After Registering, go to the Cashier's Office and show them your scholarship award letter. The Cashier's Office will ask you to sign an agreement that will hold your classes for 4 weeks or until the end of the 100% refund period; whichever comes first. (*See the Cashier's Office for details and options.*)
3. Read and complete the reverse side of this form, and attach a copy of your scholarship award letter. **The award letter *must* include your name, the name and address of the person/agency administering the scholarship, and the amount of the award.**
4. Requests are normally processed within 3 business days. Your scholarship letter will be mailed directly to the person/agency administering the scholarship. A copy of the letter will be mailed to you for your records.

☞ **Loan deferments** - Most federal loan programs (i.e. Federal Family Education Loans (FFEL), Federal Direct Stafford/Ford Loans, Supplemental Loans for Students (SLS), PLUS Loans, Consolidation Loans, Federal Perkins Loans, and Federal Direct Unsubsidized Stafford/Ford loans) require you to submit a loan deferment form from your lender to your school. The Registrar's Office will begin processing deferment forms **after the add/drop period** for **present** and **past** quarters **only** [*5th day of instruction at Ft. Lewis/McChord; 10th day of instruction at Ft. Steilacoom/Puyallup (8th for Summer Quarter)*]. **Please indicate the quarter(s) of deferment at the top of your deferment form(s).** You **must** be enrolled in at least **6 credits\*** to be eligible. For other types of loans, please contact your lender for details regarding eligibility. (*Note: Twice a quarter, your enrollment status is reported electronically to the National Student Clearinghouse who will verify your eligibility and report your enrollment status to your lender and the Department of Education. \*The Dept. of Education requires enrollment in 6 credits or more to be eligible for loan deferments.*)

☞ **Military ID cards** - You must be enrolled in full-time to be eligible. Requests will be processed for **present** and **past** quarters only. Requests will be processed **after** the add/drop period at the campus you are attending (*10th day of instruction at Ft. Steilacoom/Puyallup; 5th day of instruction at Ft. Lewis/McChord*). An anticipated graduation date will be included in the letter. Anticipated graduation dates are not official.

☞ **Good Student Discounts for auto insurance** - To be eligible for a good student discount, you must be enrolled full-time for the current quarter, and for the quarter immediately preceding the request, you must have completed the quarter enrolled as a full-time student (generally 12 credits) and maintained a minimum GPA of 3.0 for that quarter. Eligibility requirements may vary slightly for each insurer, so be sure to read your Good Student Discount form before submitting.

☞ **Enrollment Verification forms** - Forms submitted from insurance companies and other agencies requiring verification of current enrollment will be processed **after the add/drop period** at the campus you are attending. Enrollment for past quarters will be processed within 3 business days. Enrollment Verification Letter Request forms **may** be processed before the end of the add/drop period as UNOFFICIAL LETTERS, depending on your circumstances. (*Please contact one of the offices listed below for details.*)

*If you have any questions regarding enrollment verification, please contact the Registrar's Office at Ft. Steilacoom, rm 305, (253)964-6622, or the Registration Office at Puyallup, rm 119, (253)840-8406 .*