



Enrollment Verification Letter Request Form

Office of the Registrar
1100 Henderson Street, Box 7534, Henderson State University, Arkadelphia, Arkansas 71999-7534
Phone: 870-230-5135

To request an official enrollment verification letter print out this form, complete and sign, and return to the Registrar's Office either in person or by postage mail. Students unable to submit a request in person or by mail should do so through the National Student Clearinghouse at www.getmytranscript.org. Forms will **not** be accepted by email or fax. If submitting your request either in person or by postage mail, a separate form must be submitted for each different address to which the enrollment verification letter is to be sent. For proper identification and location of records, please list **ALL** names held while attending Henderson State. Please note that documents can only be released to a third party with the written authorization of the student. Photo identification will be required for documents picked up in person from the Registrar's Office. This form will **NOT** be accepted unless all fields are complete.

Student Name While Enrolled at Henderson State

Phone:

First Middle Last

Email:

Other Names While Enrolled at Henderson State (if applicable)

Date of Birth:

First Middle Last

(Month/Day/Year)

HSU ID#

First Middle Last

Are you currently enrolled at HSU: Yes _____ No _____

Graduation Date:

Dates of Attendance: From: _____ To: _____
(Month/Day/Year) (Month/Day/Year)

(Month/Day/Year)

Number of Copies Requested (Limit 3): _____

Pick-Up in Person: If to be picked up by someone other than the student, then who?

(Name of Intended Recipient)

*** The student whose academic record corresponds to this request **MUST** submit this form in person in order for someone else to be permitted to pick-up the letter.. The only exception is if a FERPA information release is on file that names the person to receive the enrollment verification letter.

Mail Enrollment Verification Letter to:

(Provide Full Address With State & Zip Code)

Student Signature (Required):

_____ **Date:** _____