



# Verification of Enrollment and/or Tuition

Purpose: Used by students to request verification of enrollment and tuition. All other schedule, credits, grading, standing and/or transfer credit information **must be** verified by ordering an Official Transcript.

## Student Instructions

- Complete Sections 1-3 of this form using a computer.
  - a **handwritten form will not be accepted.**
  - an incomplete form will not be processed and returned to you for completion.
- Print the form.
- Sign the form in Section 4; a digital signature is not acceptable.
- Submit this form via one of the methods listed at the bottom of this form. If emailing, this form can be scanned and sent **ONLY** via your Marquette email account.

**Note:**  
 a. Most standard verifications can now be printed immediately and for free via [CheckMarq](#), visit the [Marquette Central](#) website for details.  
 b. Please complete a separate request form for each type of verification needed **and/or** each recipient.

## Section 1: Student Information

Name \_\_\_\_\_ MUID \_\_\_\_\_  
 Last Name, First Name Middle Name \_\_\_\_\_ if unknown contact Marquette Central \_\_\_\_\_

Former Name(s) \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_  
 street, city, state, zip code \_\_\_\_\_

Email \_\_\_\_\_ @marquette.edu Date of Birth \_\_\_\_\_  
 mm/dd/yyyy \_\_\_\_\_

## Section 2: Verification

Term(s) to verify (check all that apply)

Fall Year \_\_\_\_\_  Spring Year \_\_\_\_\_  Summer Year \_\_\_\_\_

Attachment (check one)

No attachment(s)  Attachment(s) Number of verifications requested \_\_\_\_\_

Type of verification (check one)

Enrollment Status (e.g. Loan Deferment/Health Insurance/Military ID)  
 Verification will include: enrollment status (full time / half time / less than half time), term dates, expected graduation date, college, major / minor and class level (e.g. Freshman)

Auto Insurance  
 Verification will include: enrollment status information and cumulative GPA

Scholarship  
 Verification will include: enrollment status information and cumulative GPA

Tuition Reimbursement (e.g. Employer)  
 Verification will include: enrollment status information, list of courses, grades and tuition charged

Visa Letter(Study Abroad)  
 Verification will include: Financial Aid, Disbursement Date and charges due to Marquette.  Check box if studying in Italy

## Section 3: Delivery method (check one)

Note: most verification letters will be printed within three business days of receipt of your request and will be available for pick up or will be mailed after 12:00 pm on that day.

Immediate service (\$10)  Mail to \_\_\_\_\_  
 Note: must be requested in person at Marquette Central Note: complete a separate request form for each address to which a verification is to be sent.

Hold for pick-up at Marquette Central \_\_\_\_\_  
 Note: if you authorize another person to pick up the verification, this person must present an official photo I.D. at pick up. Provide that person's full name below:  
 \_\_\_\_\_  
 \_\_\_\_\_

Fax \_\_\_\_\_  
 available for enrollment status option **ONLY**

Fax number \_\_\_\_\_

Insurance member # \_\_\_\_\_  
 (if needed)

## Section 4: Student statement/signature

I authorize Marquette Central to release the above information on behalf of the Office of the Registrar.

Signature \_\_\_\_\_ Date \_\_\_\_\_