



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 using the 'Print Form' button.
- 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:

- Most standard verifications can now be printed immediately and for free via [CheckMarq](#), visit the [Marquette Central](#) website for details.
- 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

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) Note: must be requested in person at Marquette Central

Mail to 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 _____