



University of Connecticut School of Law
Office of the Registrar
55 Elizabeth Street
Hartford, Connecticut 06105
860/570- 5136
860/570- 5135 (fax)

Enrollment Verification Request

University of Connecticut School of Law policy requires that all enrollment verification requests be done in writing. This form may be completed and faxed (860/570- 5135) or returned to a member of the Registrar's Office Staff. Please allow 24 hours for processing. Multiple requests/copies or the time at the start of the semester may delay request processing. If forms have been provided to students from another source, these forms should be attached. Students who do not require enrollment verification on School of Law letterhead may produce their own using the resources offered by the on-line student administration system.

IF STUDENT'S ARE SUBMITTING EXTERNAL FORMS, PLEASE BE SURE TO PROVIDE ANY/ALL NECESSARY SIGNATURES. IT IS REQUESTED THAT IF THESE FORMS ASK FOR DATES OF ATTENDANCE THAT THESE FIELDS BE LEFT BLANK. THE OFFICE OF THE REGISTRAR WILL COMPLETE THESE FOR YOU.

PLEASE PRINT:

 Last Name First Middle

 Address

 City State Zip Code

Daytime Telephone: () _____ - _____

 Social Security Number (Optional)

 Student Admin ID Number (Current Students Only)

 Dates of Attendance

 Student Signature - **REQUIRED**

UNLESS OTHERWISE INDICATED, ALL ENROLLMENT VERIFICATIONS WILL INCLUDE:

- Student's Full Name
- Dates of Attendance
- Status: Active, On Leave, Completed, Dismissed, Etc.
- Study Load: Full or Part time
- Program of Study
- Anticipated Date of Graduation

PLEASE INDICATE ANY ADDITIONAL INFORMATION REQUIRED:

VERIFICATION RECIPIENT:

_____ Self _____ Name and Address of Recipient Below

_____ Mail _____

_____ Pick Up _____

_____ Number of Copies _____

For Office Use Only:

 Processor's Initials _____ Date Received _____ Date Processed