

## Request for Enrollment Verification

**Student's Current Information:** *(please print)*

Name:	SSN/McNeese ID #:		
List any other names attended under:	Date of Birth:		
Mailing Address:	City:	State:	Zip:
Daytime Phone:	E-mail Address:		
Dates of Attendance: From:	To:		

**Please select one of the following:**

I am requesting the following information:	
<input type="checkbox"/>	<b>Enrollment Verification Letter</b> for _____ <div style="display: flex; justify-content: space-around; font-size: small;"> <span>Term (Spring/Summer/Fall)</span> <span>Year</span> </div> <p><i>This letter is generally used by health insurance and loan companies and includes dates of term and enrollment status (full-time, half-time, etc.). This letter is computer-generated; no information can be added or removed.</i></p>
<input type="checkbox"/>	<b>History of Enrollment Letter</b> <p><i>This letter includes dates of terms and enrollment status (full-, half- or less than half-time) for all attendance periods. This letter is computer-generated; no information can be added or removed.</i></p>
<input type="checkbox"/>	<b>"Good Student Discount" Letter</b> (auto insurance only) <p><i>This letter is used by auto insurance companies and includes dates of term, enrollment status (full-time, half-time, etc.), and GPA. The letter is generated for the student's last completed term at McNeese, so it cannot be requested by first-time freshmen or first-time transfer students. This letter is computer-generated; no information can be added or removed.</i></p>
<input type="checkbox"/>	<b>Letter of Good Standing</b> (for transferring students) <p><i>This letter includes academic standing (good standing/probation/suspension), dates of attendance, and total semester hours earned.</i></p>
<input type="checkbox"/>	<b>Letter of Non-attendance</b> <p><i>This letter is used for students who have no academic record with McNeese and should be sent directly to the admission office at the transferring school.</i></p>

**Special Instructions/Request** \_\_\_\_\_

**Recipient Information:**

<input type="checkbox"/>	Please <b>mail</b> or <b>fax</b> letter to: _____ _____ _____
<input type="checkbox"/>	Please <b>hold</b> letter for pick up by: _____ <i>*Person picking up letter must show picture identification.</i>

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_