

**INSTRUCTIONS FOR USING E-MAILABLE
ENROLLMENT/DEGREE VERIFICATION REQUEST FORM:**

(You are always welcome to print the form, write in the information and send it in*, but if you like to use computerized forms and submit them instantly, this should make life more pleasant for you!)

- 1) Download the form onto your diskette or hard drive;
- 2) Complete appropriate sections of the form;
(REMINDER: if you don't remember your student ID#, **do NOT substitute your SSN** if you are planning to e-mail your form. E-mail is *never* a secure means of transmitting confidential information. Call Crys [585-273-3383], Claire [585-273-2927] or Brenda [585-275-1009] and ask for your student ID# or write in your SSN and *MAIL* the form.)
- 3) **SAVE** your completed form (note the location you are saving it on your disk or hard drive so you'll be able to find it when you need to);
- 4) Send an e-mail to Crys (crys.cassano@rochester.edu) and attach completed form;
- 5) If you don't receive a confirmation from Crys within 24 hours, either call 585-273-3383 or check the e-mail address and try resending the form. Crys will **always** confirm receipt of your form.

* If mailing your form, use this address:

Warner School Registrar's Office
University of Rochester
R.C. Box 270425
Rochester, NY 14627-0425



WARNER
SCHOOL OF EDUCATION
UNIVERSITY of ROCHESTER

ENROLLMENT/DEGREE VERIFICATION REQUEST

FAX: 585.473.7598 E-MAIL: crys.cassano@rochester.edu
Warner Registrar's Office, R.C. Box 270425, Rochester, NY 14627-0425

Date: 10/10/2007

Name: _____ UR ID #: _____
Last First Middle

Previous Name: _____
Other Name While Attending University

Status When Attending: Graduate Non-matriculated

GENERAL INFORMATION

Address: _____
Street Address City State Zip Code

Daytime Phone: (_____) _____
Area Code Number Extension

VERIFICATION TYPE

Enrollment Verification:

Verification for what enrollment period? * to
mm dd yyyy mm dd yyyy

Anticipated date of Graduation
mm dd yyyy

* Warner School can verify only enrollment for current or past semesters, not planned future enrollment

Degree Verification:

Dates of attendance? to
mm dd yyyy mm dd yyyy

Degree(s) awarded & date(s):

Degree: _____ Date:
mm dd yyyy

Degree: _____ Date:
mm dd yyyy

PROCESSING/MAILING INSTRUCTIONS

By what date do you need this verification?
mm dd yyyy

- Please check one of the following: mail verification to me at the above address
 I will pick up verification; please notify me by phone
 mail verification to third party at address below

Organization: _____ Contact: _____

Address: _____
Street Address City State Zip Code