



ENROLLMENT CERTIFICATION REQUEST

Enrollment certification letters are official verification from the University of your enrollment status at Oklahoma State University. These letters can assist in verifying your enrollment status to insurance companies, lenders, or other agencies. A standard enrollment certification letter includes the student's name, destination address, social security number, OSU FICE code, and a summary of the student's enrollment history for the term(s) requested. Other information that can be included upon request include the student's date of birth, cumulative graduation/retention GPA, semester GPA, academic program, good academic standing, and degree(s) awarded by OSU. Enrollment certification requests will be fulfilled within approximately two business days.

Student ID: _____

Name (first, middle, last) - PLEASE PRINT

College: _____

Degree: _____

Major: _____

REQUIRED ENROLLMENT CERTIFICATION LETTER DETAILS

Number of copies

Semesters to include (ex: Fall 2008) Note: Only semesters of OSU enrollment can be included.

Mail to: (First class, Regular U.S. Postal Service)

Name

Address Line 1

Address Line 2

City

State

Zip code

OPTIONAL ENROLLMENT CERTIFICATION LETTER DETAILS (check all that apply)

- Good Academic Standing
- Cumulative Graduation/Retention GPA
- Semester GPA
- Degrees Awarded from OSU
- Expected Graduation Term (for more information on how this is calculated, see registrar.okstate.edu/certifications).
- Other (please specify) _____

Signature

Contact phone number

Date

For office use only