



Oklahoma State University
Office of the Registrar

Submit to:
322 Student Union
Stillwater, Oklahoma 74078-1013
405-744-6876
registrar@okstate.edu

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, OSU FICE code and a summary of the student's enrollment history for the term(s) requested. Other information that can be provided upon request includes the student's cumulative graduation/retention GPA, semester GPA and good academic standing. Enrollment certification requests will be fulfilled within approximately two business days.

Name of Records Holder (first, middle, last) PLEASE PRINT

Student ID College

Number of Copies Semesters to include (ex., Fall 2011) 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

Or email address to:

OPTIONAL ENROLLMENT CERTIFICATION LETTER DETAILS (check all that apply)

- Good Academic Standing
Semester GPA
Degrees Awarded from OSU
See Attached Form
Other (please specify)
Cumulative Graduation/Retention GPA
Online Course(s)
Blended/Hybrid (see below)
Expected Graduation Term (see registrar.okstate.edu/certifications)

Please note: For Blended/Hybrid verification, the following must be completed by the instructor of record before submitting to the Office of the Registrar for processing. One form required per course verification request.

As the instructor of record or department head responsible for this course, I verify the following percentages of face-to-face vs. online instruction:
Course Prefix and Number: CRN: Semester:
Percentage of face-to-face instruction:
Percentage of web-based instruction: Total = 100%
Instructor or Department Head Signature: Date:

Student Signature Contact Phone Number Date

For Office Use Only
Received By: Date: