

If a transcript will be accepted by your insurance company or bank, you will be required to order one.
Visit www.unoh.edu/transcript to order.

Please complete all requested information and allow 24–48 hours for request to be processed. **A letter will not be issued if you have outstanding financial obligations to the University.** Please print legibly.

Name _____

Address _____ City _____ State _____ Zip _____

Student ID (REQUIRED) _____

Date of Birth _____ Phone _____

ENROLLMENT VERIFICATION TERM: CHECK ONE

Fall Spring Summer Winter Session

Full-Time Part-Time

PURPOSE: CHECK ONE

- Auto Insurance - Attach form
- Bank Deferment - Attach form
- Enrollment verification letter - limited to 2 sessions CoAT/1 quarter CoB – if attendance is more than this, you must request a transcript at www.unoh.edu/transcript
- Other - Attach form

CHECK APPROPRIATE BOX (ALLOW 24–48 HOURS TO PROCESS REQUEST)

- Will pick up letter at University Services Front Desk (200 Building) (photo ID required)
Letter will only be held for 14 days. After that, a new request will need to be submitted

Fax to: Name _____ Fax # _____

Email to: Email Address _____

Mail to: Name _____
Address _____
City/State/Zip _____

STUDENT AUTHORIZATION FOR RELEASE OF ENROLLMENT VERIFICATION

Signature of Student _____ Date _____

If you wish to authorize another person to pick up your letter, they must have a signed release from you indicating approval to pick up your enrollment verification, and also a personal photo ID.

OFFICE USE ONLY: Request completed date/by _____