

Request for Certification of Enrollment/Loan Deferment

For third party verification (employment, apartment complexes, banks, etc) contact:
The National Student Clearinghouse on the web at www.studentclearinghouse.org or via phone at (703) 742-4200.

Date: _____

- Priority (same day) Processing \$15.00 per enrollment certification regardless of enrollment status.
Cutoff time is 1:00 PM CST. There is no same day processing available for loan deferment requests.

Do not use this form to certify enrollment for VA benefits.

For information regarding VA benefits, contact Betty Colbert at (785) 864-4423.

1. **Type of Request:** Enrollment certification Loan deferment request

2. **Name:** _____ **KU ID/EMPID:** _____
Last First Middle Other

Current Address: _____
Street City State Zip

Phone Number: (____) _____ - _____ ext: _____

3. **List semester(s) you wish to be certified:** Spring _____ Summer _____ Fall _____
Year (s) Year (s) Year (s)

4. **Include:** *Student signature is required to release this information.*

- Term GPA _____ (term) Cumulative GPA
 Include credit hours
 Good standing Good student Discount
 Anticipated Date of Graduation _____ (date)
 Social Security Number _____ (required for loan deferments)

5. **Select a delivery option:**

- Mail to address below: (Please print) Pick up in 151 Strong
(Limited to enrollment certification only)

Recipient / Company / Institution

Attn:

Street Address

City State Zip Code

6. **Student Signature:** _____

Certifications are provided at no charge for current students (unless priority processing is requested). There is a \$3.00 charge for non-students (and an additional \$15 if priority processing is requested).

Enrollment certifications will not be processed for former students with financial holds.

Enrollment Certifications may be faxed. There is a \$5.00 per page fax fee. Fax to: _____
The fax fee is in addition to any processing fees, if applicable. Fax #: _____

Graduate Students:

Do you have a teaching or research assistantship or a special exception which would justify "full-time" status?

- Yes _____ (Department) No

Return to:

Certifications/Loan Deferments – University Registrar – University of Kansas
1450 Jayhawk Blvd, Room 151 Strong Hall
Lawrence, KS 66045-7535
Phone: (785) 864-4422 Fax: (785) 864-3900

Revised 3/30/2010
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