

REQUEST FOR ENROLLMENT CERTIFICATION

Office of the Registrar

162 Le Mans Hall

Saint Mary's College

Notre Dame, IN 46556

Phone: (574) 284-4560 ~ Fax: 574-284-4842

Email: registrar@saintmarys.edu

INSTRUCTIONS: Save form to your local computer. Complete this form online, print, then submit to the Office of the Registrar for processing either by mail or fax. Enrollment certification letters will not be processed for students with an outstanding (overdue) debt to the College.

Official certifications will be sent any time AFTER the census day, the 10th class day of the semester

Unofficial certifications will be sent for requests received BEFORE our census day.

STUDENT INFORMATION

Date

Last Name

First

Middle

SMC ID#

Birth Date

Daytime Phone

Email Address

Include area code,
no dashes

Select one of the following:

- ☐ Process now
- ☐ Process after census date (10th class day)

SELECT CERTIFICATION OPTIONS

- ☐ Full-time enrollment for current term
- ☐ Full-time enrollment for(enter prior term)
- ☐ Anticipated graduation date

RECIPIENT INFORMATION

Name

Company/Organization

Address

City

State

Zip

DELIVERY OPTIONS

- ☐ US Mail
- ☐ Fax to this number
- ☐ Send via overnight mail (FedEx; \$20 for domestic delivery)
- ☐ Will pick up in 162 Le Mans Hall

ADDITIONAL COMMENTS OR INSTRUCTIONS

Include insurance policy numbers or other information required for cross-reference.

Requested by: ☐ Student ☐ Parent/Guardian Parent daytime phone or email

SIGNATURE REQUIRED

****Be sure to sign and reset
form after printing**

Print Date 10/22/18