

REQUEST FOR ENROLLMENT CERTIFICATION

Office of the Registrar

161 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) financial 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

SSN or SMC ID#

Birth Date

Daytime Phone

Email Address

Include area code,
no dashes

RECIPIENT INFORMATION: Parents may only request verifications to be sent to a third party (insurance companies, scholarship donors, etc). We will not send or fax a verification directly to the parents without the student's authorization.

Name

Company/Organization

Address

Address

City

State

Zip

SELECT ONE OF THE FOLLOWING:

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

SELECT CERTIFICATION OPTION:

- Full-time enrollment for
 Anticipated graduation date

SELECT DELIVERY OPTION:

- US Mail
 Fax to this number
 Will pick up in 161 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 form
after printing**