



Request for Enrollment Verification

NOTE: You may print this form, complete it and fax or bring it to the Registrar's office; however, all requests MUST be accompanied by a copy of your driver's license or other official identification that includes a signature.

Enrollment can only be certified for prior or current terms. Standard enrollment certification certificates contain student's name, address on file with the Registrar's Office, last four digits of the SSN, term dates, expected graduation date, enrollment hours for the current term, cumulative hours and GPA.

For terms that have not yet started, MSSU will provide a pre-enrollment letter. This letter contains credit hours for the pre-enrolled term, student's status (full-, half-, or less-than-half-time), and the term dates.

Student name: _____

S ID or SSN: _____

Student address: _____

Student phone: _____

Please send the following information (if you have a specific request other than described above):

Send to the attention of: _____

Mailing address: _____

OR

Fax to the attention of: _____

Fax number: _____

Student signature: _____ Date: _____

Mail this form with identification to:
Missouri Southern State University
Registrar's Office
3950 E. Newman Rd.
Joplin, MO 64801

Or fax with identification to:
Registrar's Office
(417) 625-3117

THIS FORM WILL BE MADE AVAILABLE IN ALTERNATIVE FORMATS UPON REQUEST. IF YOU NEED ASSISTANCE, PLEASE CONTACT THE REGISTRAR'S OFFICE.