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: Or fax with identification to:
Missouri Southern State University Registrar’s Office
Registrar's Office  (417) 625-3117
3950 E. Newman Rd. Joplin, MO 64801

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