

MISSOURI SOUTHERN

STATE UNIVERSITY

OFFICE OF THE REGISTRAR

Request for Enrollment Verification

You may print this form, complete it and email (using your MSSU issued email), 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 semesters. For semesters that have not yet started, MSSU will provide a pre-enrollment letter. This letter will include credit hours for the pre-enrolled semester, student's status (full-, half-, or less-than-half-time), and the semester dates.

Student Name: _____

MSSU SID No.: _____

Student Address: _____

Student Phone: _____

Additional information request(s):

Recipient Information:

Name: _____

Mailing Address: _____

Student Signature: _____ Date _____

Mail or email this form with your identification to:

Missouri Southern State University
Office of the Registrar
3950 E. Newman Road
Joplin, MO 64801
registrar@mssu.edu

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