

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 ID No.: _____

Student Address: _____

Student Phone No.: _____

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.