



For Office Use Only

Posted By: _____ Date Posted: _____

Office of the Registrar

Enrollment or Degree Verification Request

STUDENT INFORMATION

Student ID: _____ Name: _____
Last Name First Name Middle Name

Email: _____ Phone: _____

Date of Birth: _____ School: _____ College (UG) / Department (GR): _____

Degree(s): _____ Major 1: _____ Major 2: _____ Major 3: _____

ENROLLMENT / DEGREE VERIFICATION INFORMATION

Check the box for the type of verification that you are requesting.

<p><input type="checkbox"/> Enrollment Verification—\$10</p> <p>Select this if you are currently enrolled or did not complete a degree at Rice. An Enrollment Verification contains the following information:</p> <ul style="list-style-type: none"> • Name • Status (full-time or part-time) • Level (undergraduate or graduate) • School/Major • First Term of Attendance • Credits Completed in Previous Term (if applicable) • Credits Currently on Schedule • Anticipated Graduation Date (if available) • GPA: <input type="checkbox"/> Yes, please provide <input type="checkbox"/> No, do not provide • Academic Standing: <input type="checkbox"/> Yes, please provide <input type="checkbox"/> No, do not provide <p><small>(Note: If Academic Standing is included, GPA will also be included.)</small></p>	<p><input type="checkbox"/> Degree Verification—\$15</p> <p>Select this if you have earned a degree at Rice. A Degree Verification contains the following information:</p> <ul style="list-style-type: none"> • Name • Level (undergraduate or graduate) • School/Major • First Term of Attendance • Degree(s) earned • Degree Conferral Date(s)
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Notarization Required?

Please indicate if you require notarization for your verification

Yes No

MAILING / PICK-UP INFORMATION

I will pick up the Enrollment or Degree Verification. Please mail my verification to:

Name: _____ Business (if applicable): _____

Street Address: _____ City: _____

State: _____ Postal Code: _____ Country: _____

Name: _____ Business (if applicable): _____

Street Address: _____ City: _____

State: _____ Postal Code: _____ Country: _____

ACKNOWLEDGEMENT AND SIGNATURE

The cost of an Enrollment is \$10 per copy, and a Degree Verification is \$15 per copy. Orders are not processed until full payment is received. Processing time is approximately 2-3 business days. Current students may charge the fee to the student account by checking the box below. Payment may also be paid via credit/debit care or electronic check online at OTRFees.rice.edu. After completing this form, mail or deliver your order and receipt of payment (if not charging to student account) to: Office of the Registrar MS 57, 116 Allen Center, 6100 Main Street, Houston, TX 77005.

Total Cost: \$ _____ Please charge fee to my student account (current students only)

Student Signature: _____ Date: _____