



*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"/> <b>Enrollment Verification—\$10</b></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"> <li>• Name</li> <li>• Status (full-time or part-time)</li> <li>• Level (undergraduate or graduate)</li> <li>• School/Major</li> <li>• Terms of Attendance</li> <li>• Credits Completed in Previous Term (if applicable)</li> <li>• Credits Currently on Schedule</li> <li>• Anticipated Graduation Date (if available)</li> <li>• GPA: <input type="checkbox"/> Yes, please provide <input type="checkbox"/> No, do not provide</li> <li>• Academic Standing: <input type="checkbox"/> Yes, please provide <input type="checkbox"/> No, do not provide</li> </ul> <p><small>(Note: If Academic Standing is included, GPA will also be included.)</small></p>	<p><input type="checkbox"/> <b>Degree Verification—\$15</b></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"> <li>• Name</li> <li>• Level (undergraduate or graduate)</li> <li>• School/Major</li> <li>• Terms of Attendance</li> <li>• Degree(s) earned</li> <li>• Degree Conferral Date(s)</li> </ul>
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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: \_\_\_\_\_

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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](http://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: \_\_\_\_\_