

ENROLLMENT VERIFICATION REQUEST FORM

Student's Name: _____

Other name used while in attendance at the Corcoran, if applicable: _____

Gender: Female Male

Social Security Number: _____ - _____ - _____ **Birthdate:** ____/____/____

Permanent Address: _____

City: _____ **State:** _____ **Zip:** _____

Daytime telephone: (____) _____ - _____ **E-mail:** _____

Check all that apply: AFA BFA MA Diploma (1970-1981)

Continuing Education Certificate Sotheby's Study Abroad

Indicate the approximate dates of attendance: _____

Student Pickup *Please allow 1-2 weeks for processing. Generally, requests received by 5pm on Wednesday will be available for pick up after 12pm on the Friday of the same week. If you attended the Corcoran before 1997, enrollment verifications may take a few weeks to research; therefore, please allow a longer period of time for processing.*

OR Mail To: _____

We include the following information in enrollment verification letters (as applicable):

- student's name, social security number, and birthdate
- degree program
- date of matriculation (i.e. first enrollment in degree program) and expected graduation date
- full-time/part-time status and number of credits enrolled in current semester
- transfer status
- official seal of the Office of the Registrar

If you would like any other information included in the enrollment verification letter, please indicate below:

STUDENT SIGNATURE: _____ **Date:** ____/____/____
(Student's signature is required before enrollment verification letter can be processed.)