



INSTRUCTIONS Save this PDF to your computer, open using Adobe Reader, complete, print, sign and submit to the Office of the Registrar.

California Northstate University's Office of the Registrar provides confirmation of student enrollment status, degrees awarded, and academic standing to financial institutions, organizations, employers or agencies at the student's request. These letters are free of charge.

To obtain a verification letter, students must complete the form below and submit to the Office of the Registrar. An email confirming completion of the request is sent to the student's CNU email, or to the email on record for former students.

Requests are processed within 5 business days, unless otherwise stated.

STUDENT INFORMATION

Name: First Middle Last

Name while at CNU (if applicable): First Middle Last

Student ID #: Date of Birth: College (check one): COP COM CHS Class of:

Phone #: Personal Email (former students only):

EDUCATION VERIFICATION INFORMATION

Note: Verification letters include expected/actual graduation date, units completed, enrollment status, & college level. For identification purposes, letters include the student's name, ID number, and date of birth.

- LETTER TYPE (check one): Attached Form (description: )
Enrollment Verification Letter—Enrollment History (includes all enrolled terms)
Enrollment Verification Letter—Specific Term Only (specify term: )
Degree Verification (includes enrollment history)
Letter of Good Standing (includes academic/conduct and verified with Student or Academic Affairs Dept.)

INCLUDE GPA? (check one): Do Not Include Cumulative GPA Include Cumulative GPA
Mark to include your partial SSN. Letters and forms with SSN cannot be emailed.

DELIVERY METHOD (check one):

REFERENCE NUMBER (if applicable):

- Student Pick-up (from Office of the Registrar) CNU Student Email

Mail To: Name/Company
Street Address (Include suite, apartment #, P.O. Box, etc., if applicable.)
City, State ZIP

Fax #: ATTN of: (agency/company/person)

Email: ATTN of: (agency/company/person)

In accordance with Federal Law and KRS 164.283, records cannot be released without the written consent of the student.

I certify that I am the above named person and consent the release of this information to the entity listed above. I understand the letter may contain non-directory information from my student record. For a Letter of Good Standing, I give consent to the College's Student or Academic Affairs Office(s) to provide my academic and conduct status to the Office of the Registrar.

Student Signature: Date:
(Your signature is required. A typed name or font made to look like a signature will not be accepted.)