



Office of the Registrar
390 Student Center Circle, Meisler Hall, STE 1100
Mobile, AL 36688-0002
Phone (251) 460-6251 | Fax (251) 460-7738
Email | registrar@southalabama.edu

University of South Alabama

Request for Enrollment / Degree Verification

****Enrollment Verifications Cannot be Faxed****

1. IDENTIFICATION INFORMATION

Full Name: _____
First Middle Last

Previous Name (If applicable): _____ Phone: _____

Jag Number: _____ Date of Birth: _____ Email: _____

- Normal Processing time is three to five business days, but can take up to two weeks during peak times (registration, graduation, etc.)
- It is the student's responsibility to report any status changes made after the initial date of request
- Student's written permission required for pick up of enrollment verification by a third party

2. REASON FOR REQUEST

ENROLLMENT VERIFICATION

- ☐ Loan Deferment (☐ Current Term ☐ All Terms)
- ☐ Insurance (☐ Current Term ☐ All Terms)
- ☐ Good Student Discount
- ☐ Military ID (Anticipated Graduation Term _____)
- ☐ Other (Please Explain)
- _____
- _____

DEGREE VERIFICATION

- ☐ **Awarded** (USA degree verification is printed on certified paper)
- ☐ **Pending** (Student has applied for graduation but the USA degree has not been awarded)
- ☐ **Early Degree Verification of Completion** (Prior to the official awarding of the degree, the student has met all degree requirements, which will be verified by the Registrar's Office. A message will be included regarding completion. The awarded degree will be posted at the end of the semester.)

3. Delivery Instructions / Information

☐ Mail ☐ Pick Up (Photo Id Required)

Mail to: _____ Address: _____

City: _____ State: _____ Zip/Postal Code: _____ Country: _____

4. Signature (required)

Signature: _____ Date: _____

OFFICE USE ONLY

Completed By: _____
Date: _____