

Initial: _____
Date: _____

**COLLEGE OF THE CANYONS
ENROLLMENT VERIFICATION REQUEST
WWW.STUDENTCLEARINGHOUSE.ORG**

Name _____ ID # _____
Address _____ Date of birth _____
City/State _____ Zip code _____ Phone number () _____

Note: You must complete all information required by you on any forms which you wish verified before the college can honor your request.

Information to be verified (check all that apply):

- () Fill out attached form **Year and Term** _____
- () Cumulative Grade Point Average **Year and Term** _____
- () Student Status (Full-Time, Half Time, etc.) **Year and Term** _____
- () Are you a Nursing student?

****NOTE: If you need BOTH cumulative GPA and student status they MUST be the same semester.****

Other information to be Verified: _____

******* Check One *******

- () Pick up in Will Call () Mail to Student at above address
- () Mail to party below

Name _____
Address _____
City/State _____ Zip code _____

Student's Signature _____ **Date** _____

******* Office use only *******

Verified by _____ Date Processed _____
Date Sent/Picked up _____

Please fill out the form completely in order to be processed.

1. Please enter your complete name, ID# (Social Security Number if you do not know your student ID number), address, date of birth and a phone number you can be reached at.
2. Please indicate what information needs to be verified. Please check all boxes that apply.
3. If you need a Cumulative GPA and a student status- they will be pulled from the same term.
4. Please indicate what you would like us to do once we have completed the verification. Would you like us to hold it until you pick it up? Mail it? Please indicate where it should be mailed to.
5. Please sign the form. We will not process this request without your signature.
6. The verification will take 3-5 days to process. If you need it faster, you can go online at www.canyons.edu to request a verification online. The online verifications can be produced as quickly as one hour.

How this form is handled once a student turns it in at COC

1. The student fills out the form completely and turns it in with any paperwork that may be needed.
2. The staff member will initial and date stamp the form.
3. The staff member will file the form in the "Work to be Completed" drawer.
4. The staff member responsible for the letter will produce the verification within 3-5 days and have it ready for the student in Will Call for pick up or will mail to the student based on what is asked on the form.
5. The staff member that produces the verification will make a copy of it and put it in the completed drawer. If the student picks up the request, the person who hands the information to the student will need to file the original request and a copy of the verification in the completed drawer. The person who gives the verification to the student will sign the bottom of the form of the date they gave the student the verification.

How this form is handled once a student turns it in at CCC

1. The student fills out the form completely and turns it in with any paperwork that may be needed.
2. The staff member will initial and date stamp the form.
3. The verification will be document imaged.
4. The staff member will file the form in the "Work to be Completed" drawer.
5. The staff member responsible for the letter will produce the verification within 3-5 days and have it ready for the student in Will Call for pick up or will mail to the student based on what is asked on the form.
6. The staff member that produces the verification will make a copy of it and mail it to the COC campus. If the student picks up the request, the person who hands the information to the student will need to file the original request and a copy of the verification in mail to the COC campus. The person who gives the verification to the student will sign the bottom of the form of the date they gave the student the verification.