



# Verification Letter Request Form

Name: \_\_\_\_\_

DU ID: \_\_\_\_\_

Term (check):  Fall  Winter  Spring  Summer Year: \_\_\_\_\_

## Let us know what information you need included in a letter by checking the box(es) below:

Please be specific — the more boxes you check, the longer it will take us to create the letter.

- Continuous Enrollment Information
- List of Current Course Names and Credit Hours
- No Online Classes Taken
- List of Online Courses Taken
- All Courses Taught in English

All letters from the Registrar's Office come with the **University Seal** and a **signature** to show that it is official.

### If you need:

- Full Time/Part Time Enrollment Status
- Degree Program/College/Major/Class
- Enrollment History/Dates of Attendance
- Expected Graduation Date

You can get all of this information sent to you **by email** through an **Enrollment Verification**.  
Log onto your **PioneerWeb**, go to the **Student** tab, and click on **Request Enrollment Verification**. The document will be emailed to you in a few hours.  
**You can bring an enrollment verification to our office and we will stamp/seal it if necessary.**

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Completed forms can be emailed to [registrar@du.edu](mailto:registrar@du.edu) or brought to the Registrar's Office. Letters will take 2 business days to process. Once complete, the letters will be emailed to your **DU email account**.

#### Registrar Office Use Only

Received date: \_\_\_\_\_

Processed date: \_\_\_\_\_

Received by: \_\_\_\_\_

Processed by: \_\_\_\_\_