Enrollment Verification Request
Registrar’s Office
University of Southern Indiana
8600 University Blvd Evansville, IN 47712
Phone 812-465-1157  Fax 812-464-1911
Email registrar@usi.edu  www.usi.edu/registrar

Student’s name: (print) ____________________________________________  Student ID#  000-____-____

Last  First  Middle

Student’s phone: ________________________________  Email: ________________________________

USI participates in the National Student Clearinghouse (www.studentclearinghouse.org), providing enrollment
data that is accessible by various loan companies for the purpose of student loan deferments. If an enrollment
verification is needed for another purpose, the student can initiate the release of their information by printing
an enrollment verification certificate from myUSI and providing it to the desired recipient(s). Visit
www.usi.edu/registrar/academic-records/enrollment-verification for more information.

If an enrollment verification plus proof of good academic standing is needed (for example, in order to receive a
good student discount on auto insurance), if verification of enrollment is needed prior to the start of a term, or if
verification of a pending degree is needed, the student can use this form to request an enrollment verification.

1) For verification that is not available by printing the National Student Clearinghouse enrollment
verification certificate, select ( X ) one type of verification requested:

_____ AUTO insurance - Academic standing and GPA for current term (ex: good student discount)
_____ ADVANCED REGISTRATION - Verification of early registration prior to the start of a term
_____ PENDING DEGREE - Verification of formal application on file, pending degree info and expected grad date
_____ OTHER verification letter - If the Clearinghouse certificate (myUSI), auto, advanced registration, and
pending degree verifications do not meet your needs, a special verification letter may be prepared. Please indicate
the specific information the verification letter should contain (only information requested here can be included in the
verification letter): ____________________________________________________________
________________________________________________________

2) Select ( X ) one delivery option (due to the confidential nature of academic records, the University
will not send an enrollment verification via fax or email):

_____ I will pick up the enrollment verification the next business day (with photo ID)
_____ I designate someone other than myself to pick up the enrollment verification the next
business day. Name of designee (must show their photo ID) _______________________________
_____ Please mail the enrollment verification to the following name and address:

________________________________________________________________________________________
________________________________________________________________________________________

I authorize the University of Southern Indiana to release the above requested information as indicated.

Student’s handwritten/legal signature ________________________________  Date ________________
(a digital signature will not be accepted)

08/02/18