



REQUEST FOR ENROLLMENT CERTIFICATION

National Student Clearinghouse is now the University of Alaska Authorized Agent for Enrollment Certification



go to: http://www.uaonline.alaska.edu
Login to Secure Area/Go to: Student Services
Choose the 'Enrollment Verification' option.

CHOOSE ONE SEMESTER TO BE CERTIFIED

SPRING SUMMER FALL Year \_\_\_\_\_

Date \_\_\_\_\_

Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_
Last First Middle

Daytime Phone: \_\_\_\_\_ Date of Birth: \_\_\_\_\_
(mm/dd/yyyy)

- An undergraduate student who is enrolled at UAA for 12 or more credits is classified as full-time.
A graduate student who has been admitted to a UAA graduate program and is enrolled at UAA for 9 or more 600 level credits is classified as full-time.
400 level courses will count toward a graduate student's full-time status only if they are applicable to specific degree requirements (not prerequisites). In order to verify that 400 level courses are applicable, they must appear as specific degree requirements in the UAA catalog or be reflected on the students official graduate studies plan, on file in the Office of the Registrar.

WILL PICK UP

AND/OR MAIL TO:

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

Mailing Address: \_\_\_\_\_
Street/PO Box/Apt City State Zip

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Please Note:

- 1. Audited courses, Credit-by-exam courses and Continuing Education Units (CEUs), 500 level (PA) courses are not included in the computation of study load for full-time or part-time status.
2. It is the student's responsibility to notify the receiving agency of any add/drop transactions completed after the enrollment certification has been prepared.
3. If more than one semester of enrollment needs to be certified, you must request a copy of your official transcript rather than an enrollment certification.
4. Students must be officially registered in the semester to be certified.