FIU | OneStop

ENROLLMENT VERIFICATION REQUEST FORM

Enrollment Verifications are official documents issued by the University Registrar. An enrollment verification may be requested through your MyFIU Student Center (http://my.fiu.edu) (see submission instructions at the bottom of this form) or in person at **OneStop, Modesto A. Maidique Campus, SASC 1st Floor; Biscayne Bay Campus, AC1 100.**

Standard enrollment verifications that are obtained online or in person typically contain the following information:

Name	Status (full time, part time, etc.)	Dates of Attendance
Panther ID	Major/Program	Course Information (Credits, Instruction Mode)
GPA	Degree Earned/ Expected Graduation Date	

Telephone requests are NOT accepted. **A copy of a photo ID is required when submitting an enrollment request in person at OneStop.**

Official enrollment verification requests can <u>only</u> **be submitted after the Add/Drop Period for the term that the enrollment information is requested.** Enrollment verification cannot be processed if the student has a financial liability. Processing time is approximately 3-5 business days; however, processing time may increase during peak enrollment periods.

Name: _____ PID: _____

Part One: Please indicate the type of verification and additional information to be included:

_____ I am requesting a standard enrollment verification.

_____ I am requesting a third party form to be completed and have attached the third party request.

Include ☐ GPA

☐ Specific term(s) for verification: _____

☐ Expected Graduation Date: _____

☐ Additional information: _____

Part Two: Please indicate the delivery method for your completed verification:

_____ I will pick up my completed verification. Please select a campus: **MMC   BBC**

_____ I authorize _____ to pick up my completed verification. Authorized person will need to present a valid government-issued photo ID where their name matches the above write-in.

_____ **Fax** my verification to _____ (include name and fax number).

_____ **Email** my verification to _____

_____ **Mail** my verification to the following address: _____

_____

_____

I authorize Florida International University to release the information requested on this form.

Student Signature: _____ **Date:** _____

SUBMISSION INSTRUCTIONS

1. Login to your my.fiu.edu account
2. Click on the Student Tools tile
3. Click on the Document Upload tile
4. Select **REGISTRATION**, **ENROLLMENT VERIFICATION REQUEST FORM** from the drop-down menus
5. Attach form and any supporting documentation
6. Submit