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 only 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