

Enrollment Verifications are official documents issued by the University Registrar. An Enrollment Verification may be obtained online through the MyFIU Student Center (<http://my.fiu.edu>) or in person at **OneStop, Modesto A. Maidique Campus, SASC 1<sup>st</sup> Floor; Biscayne Bay Campus, AC1 100.**

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	GPA
Social Security Number	Degree Earned	

Please submit this form **ONLY if you require additional information** that is not included in our standard Enrollment Verification. This form should be submitted directly to OneStop Department with a copy of a Photo ID. **Telephone requests are NOT accepted.** If you have a third party form that requires enrollment information, please attach your third party form to this request. **\*\*Note: Enrollment Verification requests can only be submitted after the Add/Drop Period for the term that the enrollment information is requested.** Processing time is approximately 3-5 business days; however, processing time may increase during peak enrollment periods.

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

Phone: \_\_\_\_\_ FIU Email: \_\_\_\_\_

**Part One:** Please indicate the type of verification and/or the additional data to be included:

\_\_\_\_\_ I am requesting an enrollment verification that includes the following additional information that is not included in the standard Enrollment Verifications obtained online or in person:

\_\_\_\_\_

\_\_\_\_\_ I am requesting that the attached third party form be completed.

**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/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. I have attached a copy of my Photo ID and my third party form (if applicable) to this request. I understand that Enrollment Verifications are completed in the order received after the Add/Drop period for the term that the enrollment information is requested.

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

Date Received:

**For Office Use Only**

Accepted By: \_\_\_\_\_

Processed By: \_\_\_\_\_

Picked Up/Sent By: \_\_\_\_\_

**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