

## Verification Letter Request

**Directions:** Complete this form and email a PDF copy to [registrar@wou.edu](mailto:registrar@wou.edu). You do have the option to submit your petition as a PDF file from your WOU email address. This will serve as verification in place of a physical signature. Reach out to the Office of the Registrar if you have questions or require assistance at (503) 838-8327.

**Allow 5 business days for processing**

**Student ID** \_\_\_\_\_ **Date of Birth** \_\_\_\_\_

**Last Name** \_\_\_\_\_ **First Name** \_\_\_\_\_

### REQUESTED INFORMATION

Please select all that apply to be included in the correspondence.

- ☐ Earned credit hours   ☐ Transfer credit hours   ☐ Current term enrollment level   ☐ Current Academic Standing  
☐ Credit hours remaining to graduate   ☐ Graduation date or anticipated graduation date

Enrollment for past terms (list all) \_\_\_\_\_

Other \_\_\_\_\_

### REASON FOR REQUESTING VERIFICATION LETTER

- ☐ Scholarship Purposes   ☐ Graduate school admission   ☐ Job requirement

Other reasons \_\_\_\_\_

\*Note: If you are a SACM student needing verification of enrollment, online-hybrid coursework, anticipated date of graduation, credits earned, what if I change my major/minor, or other requests, you will need to fill out the verification enrollment request link in your student portal.

### PREFERRED FORM OF NOTIFICATION

(Please **choose one**. We will notify you when the request is completed.)

Phone call: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_@wou.edu

Mail directly to: \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

#### Office use only:

☐ Notified Student

Received by & date \_\_\_\_\_

Processed by & date \_\_\_\_\_