

Enrollment Verification Request

Registrar's Office
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Important Notes for Requesting an Enrollment Verification:

- Loan Deferment: UH-Downtown automatically reports the enrollment status for loan deferment purposes of all currently enrolled students three times a semester to the National Clearinghouse which routinely reports to the Department of Education as well as lenders and guarantors.
- Any student record information released will be reported in accordance with the enrollment records we have on file as of the date this verification request is processed.
- Enrollment verifications will be **processed in two (2) business days**.
- **Check your account for holds.** Certain holds may prevent your request from being processed.

Student Information:

First Name			Middle Name	
Last Name			Other Name(s)	
Date of Birth				
Phone Number			UHD ID	
Student Status:	Undergraduate Student	Graduate Student	Post Baccalaureate Student	

Indicate Distribution:

Pick-up by Student	Email..... Email Address:
Fax..... Fax Number:	Mail..... Address:
	<i>Recipient:</i>
	<i>Attn:</i>
	<i>Address:</i>
	<i>City/State/Zip:</i>
Number of Copies:	

Verification Information:

Attached Form <i>(Ex. Loan Deferment, In-Class Modality Verifications, etc.)</i>	Enrollment Verification for an individual semester:	
	<u>Semester</u>	<u>Year</u>
Non-Enrollment Verification	Enrollment Verification for a range of semesters:	
Metro Q Card Verification <i>(Must have full-time student status and acceptable payment arrangement.)</i>	From: <u>Semester</u>	<u>Year</u>
	To: <u>Semester</u>	<u>Year</u>

Additional Information to include:

Please check boxes for information needed on form.

Address/Phone #	UHD GPA	Social Security Number
Classification	Major/Minor/Degree Pursued	
Anticipated Graduation Date (Semester	/Year)
Other information:		

Attached copy of: (1) class schedule and (2) fee statement *(payment must be secured before processing)*

I authorize the University of Houston-Downtown to release the information indicated on this request.

STUDENT SIGNATURE:

DATE:

For Office Use Only:

Received By _____ Date _____
 Processed By _____ Date _____